DOCUMENT RESUME

ED 381 717 CG 026 194

TITLE	Transition: Careers and Education in Nebraska, 1995.
INSTITUTION	Nebraska State Occupational Information Coordinating Committee, Lincoln.
PUB DATE	[95]
NOTE	49p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adolescents; *Career Exploration; Career Guidance; *Career Planning; Elementary Secondary Education; Employment Qualifications; Guidance; *Guidance Objectives; *Guidance Programs; *Occupational Information; Occupations; Student Personnel Services
IDENTIFIERS	Guidance Materials; *Nebraska

ABSTRACT

This publication is designed to help individuals make well-informed career decisions and to guide them in the type of postsecondary education or training needed to prepare for a career. Numerous careers are listed here and grouped by interest area, such as artistic, scientific, and so on. For each career area listed, information is also given on high school subjects needed for adequate preparation, beginning salary ranges, growth potential, and recommended postsecondary education and training for entry into that field. Also listed are some public and private colleges, as well as some private career schools. Job search information is provided to help those starting a new career or to aid those looking for part-time work. Included are tips on developing a professional-appearing resume, succeeding in a job interview, and ways to identify basic job skills. Information on educational and career opportunities available through the military and School-to-Work programs is also featured. The last several pages of the publication are devoted to agriculture-related careers. (RJM)

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TRANSITION

CAREERS AND EDUCATION IN NEBRASKA

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Letter from the Governor

STATE OF NEBRASKA

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E. Benjamin Nelson
Governor

Dear Reader:

I am pleased to have the opportunity to introduce the 1995 edition of "Careers and Education in Nebraska." This year's theme, "transitions," is especially meaningful as we move toward the 21st century.

In our rapidly changing society and work force, the ability of the people of our state to make smooth transitions is increasingly important. Such transitions include successfully advancing from school and/or college into the work force, easily transferring from one educational institution into another and effectively changing from one career field into another.

Fortunately, here in Nebraska, we have programs and systems in place to help us make these important transitions. We have the new School-to-Work system, which utilizes programs such as Tech Prep, cooperative education, and apprenticeships to better prepare students for the transition from education into the work force. We have articulation agreements between community colleges, state colleges, and the University system which help create a smooth transition for students transferring from one educational institution into another. We have educational programs at postsecondary education institutions throughout the state designed to give adults the opportunity to receive the education and training they need to change careers or retrain in the many new and emerging technologies which impact on business and industry. And we have innovative and progressive leaders of our businesses and industries who recognize the value of a trained and competent work force.

The information contained in this issue of "Careers and Education in Nebraska" will help you become better prepared for the many transitions you will encounter during your lifetime. The information on career opportunities in Nebraska, postsecondary education institutions, financial aid opportunities, and programs such as School-To-Work, Tech Prep and apprenticeships, will help you make well-informed choices when making your educational and career decisions.

We are fortunate to have a broad array of higher education and career opportunities available within our state. These opportunities mean that Nebraska and its students will be better prepared for the changes ahead of us as we make our transition into the 21st century.

Best wishes to you.

Sincerely,

E. Benjamin Nelson
Governor

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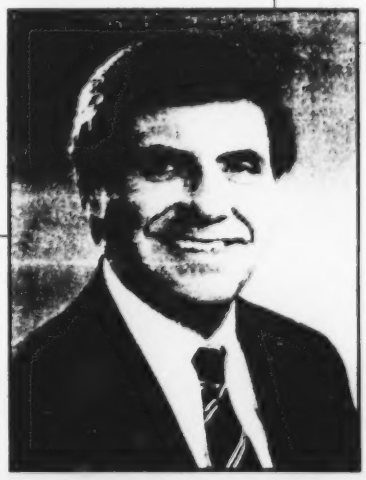

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Introduction

We all make a lot of important decisions in our lives, but possibly none as important as those regarding our future career and where we will go to get the education and training needed to enter that career.

"Careers and Education in Nebraska" is designed to help you make well-informed decisions about the right career for you and the type of postsecondary education or training you will need to prepare for that career. Within the pages of this publication, you will find a wealth of information about career and educational opportunities in Nebraska.

The careers listed in the tables on pages 3 through 8 represent many of the occupations available in Nebraska. The careers are grouped by interest area to help you find the career field that fits best with your personality and interests. For each career area listed, there is also information on recommended high school subjects for adequate preparation, beginning salary ranges, growth potential, and recommended postsecondary education and training for entry into that field.

This publication will also help you select the right place to get the education or training you need to begin your career. On pages 14 through 18, you will find a complete listing of public and private two-year and four-year colleges and universities in the state, including of private career schools. A matrix on pages 12 and 13 lists the education programs available in the state and where they are offered. There is also current information on types of financial aid available to Nebraska students and on the financial aid application process.

If you are already prepared to start a new career or looking for a part-time job while you attend school, you will find the job search information extremely helpful. This section will help you develop a professional-appearing resume, prepare for job interviews, and identify basic job skills which you possess.

You will also find information in this publication on the educational and career opportunities available to you through the military and School-to-Work, which includes programs such as Tech Prep, cooperative education and apprenticeships. There is also information on services available through agencies such as Job Service, JTPA, and Vocational Rehabilitation Services.

On the last several pages of the publication, you will find a special section focusing on agriculture-related careers. Agriculture is Nebraska's leading industry and provides a variety of career opportunities. This section identifies and briefly describes some of these career fields.

We encourage you to use *"Careers and Education in Nebraska"* as an informational tool to help you consider the many career and educational options to you within our state.

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Selecting a Career 2

INTEREST AREAS

The occupations listed on the tables on pages 3 through 8 represent some of the occupations available in Nebraska grouped by the 12 interest areas identified from research by the U.S. Employment Service and used in the Guide for Occupational Exploration. The interest areas correspond to interest factors that represent the broad interest requirements of each occupation and the individuals in that occupation.

OCCUPATIONAL DESCRIPTIONS

The first column on the tables includes the title and brief description of each occupation. The actual work done depends on the employer and employee training and experience.

SUGGESTED HIGH SCHOOL SUBJECTS

The second column lists subjects that may be taken in high school to prepare for work in or training for a specified occupation.

NEBRASKA BEGINNING SALARY AND NEBRASKA/NATIONAL GROWTH

The third column indicates the range from the lowest to the highest of the Nebraska average starting salary for each occupation. The actual pay for a specific occupation may vary based on geographic areas, personal qualifications and experience, and pay scales.

This column also includes the projected growth rate in Nebraska and the nation by occupation: Good (10.01% and over), Fair (7.06% to 10.0%), and Limited (below 7.06%).

SUGGESTED TRAINING

The last column lists the level and/or types of training that are required, recommended, or beneficial for entry into the occupation. Other training alternatives than those explained below may be available or required.

Degree or Training	Description
Certificate	Awarded for successful completion of a prescribed course of study for a specific skill area that is oriented toward an occupation and that requires fewer credit hours than a diploma program.
Diploma	Awarded for completion of a program that leads to specific employment skills and usually takes one to two years but requires fewer credit hours than an associate degree program.
Associate Degree	Awarded for completion of a program of instruction requiring at least two but less than four years of full-time college level work, generally including general education requirements such as English and mathematics, and intended as terminal and for job entry.
Bachelors Degree	Awarded for completion of a program of instruction that usually requires at least four years of full-time academic work at a four-year college or university and includes general education requirements.
Masters Degree	Awarded for completion of a program of instruction beyond the bachelors degree and usually requiring a minimum of one year of academic work.
Doctorate Degree	Awarded for completion of a program of instruction beyond the masters degree and usually requiring at least three years of full-time academic work and completion of a special research study. The degree is the highest academic degree awarded in a given discipline or profession.
On-the-Job Training	Training provided by the employer or learning by helping and observing more experienced workers while on the job.
Apprenticeship	Learning of a trade that combines on-the-job training with classroom instruction in programs sponsored by employers, government programs, and labor unions.

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Selecting a Career 3

ARTISTIC

Individuals involved in artistic occupations are interested in the creative expression of feelings or ideas and enjoy literature, performing or visual arts, and/or using their hands to create or decorate products.

ARTISTIC CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Interior designers and decorators evaluate, plan, and design the interior areas of homes and buildings.	English Graphics Art	Home Economics Mathematics Industrial Technology	$10,000 - $15,000 Good Good	Certificate Diploma Associate Degree Bachelors Degree
Photoengravers make printing plates of illustrations and other copy that cannot be set up in type.	Chemistry English Art	Mathematics Photography Drafting	$15,000 - $18,000 Good Good	Certificate Diploma Associate Degree Apprenticeship On-the-Job Training
Photographers take and sometimes develop pictures using a variety of equipment.	Art Graphics Speech	Industrial Technology Journalism Mathematics	$16,000 - $21,000 Good Good	Certificate Associate Degree Bachelors Degree Apprenticeship On-the-Job Training
Radio and TV announcers interview guests, present messages, make announcements, keep program logs, and run transmitters.	English Drama Speech	Journalism Social Science Industrial Technology	$13,000 - $27,000 Limited Good	Certificate Diploma Associate Degree Bachelors Degree On-the-Job Training

SCIENTIFIC

Individuals involved in scientific occupations are interested in discovering, collecting, and analyzing information about the natural world and in solving problems, helping animals, or working in a laboratory.

SCIENTIFIC CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Speech pathologists provide treatment for adults and children with speech defects.	Biology English Speech	Mathematics Psychology Social Science	$25,000 - $28,000 Good Good	Bachelors Degree Masters Degree
Biomedical equipment technicians work and maintain the medical equipment used in hospitals and clinics.	Biology Chemistry Physics	Drafting Mathematics Electronics	$16,000 - $20,000 Good Good	Associate Degree
Pharmacists dispense medicines and drugs as directed by physicians, dentists, and others.	Algebra Biology Chemistry	English Geometry Health	$32,000 - $42,000 Good Good	Masters Degree
Medical laboratory technicians prepare tissue samples, perform laboratory tests, and make analyses of specimens.	Biology Chemistry English	Health Mathematics Computer Science	$14,000 - $17,000 Good Good	Associate Degree

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Selecting a Career 4

PLANTS AND ANIMALS

Individuals working in occupations in this area perform duties working with plants and animals, usually outdoors and usually involving physical labor.

PLANT AND ANIMALS CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Farm managers oversee all or part of the operations of farms.	Science English Mathematics	Business Agriculture Mechanics	$15,000 - $20,000 Limited Limited	Certificate Diploma Associate Degree Bachelors Degree
Gardeners and groundskeepers plan and care for the trees, plants, shrubs, lawns, and other landscaped areas.	Biology Agriculture Business	Industrial Technology Mathematics	$15,000 - $17,000 Limited Good	Certificate Diploma Associate Degree
Nursery workers raise and sell plants, shrubs, and trees.	Business Biology English	Geometry Agriculture Mathematics	$10,000 - $12,500 Limited Good	Certificate Diploma Associate Degree

PROTECTIVE

Individuals working in protective occupations are interested in using authority to protect people and property and prefer mental challenges and responding to emergencies.

PROTECTIVE CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Private investigators work for themselves, an agency, or a business to gather difficult-to-obtain information.	Government Physics Business	Psychology Sociology Chemistry	$18,000 - $29,000 Good Good	Certificate Associate Degree Bachelors Degree
Security guards are responsible for protecting public and private property in a variety of locations.	Speech Government Health	Physical Education Electronics Data Processing	$12,000 - $16,000 Good Good	Certificate Associate Degree On-the-Job Training
Corrections officers guard people who have been arrested and/or sentenced to serve time in penal institutions.	Chemistry Sociology English	Speech Psychology Business Law	$14,000 - $17,000 Good Good	Certificate Associate Degree Bachelors Degree Apprenticeship On-the-Job Training
Firefighters work to control and put out fires and to protect lives and property.	Chemistry Health English	Mathematics Industrial Technology Physical Education	$16,000 - $20,000 Fair Good	Certificate Associate Degree Apprenticeship On-the-Job Training
Dispatchers receive messages from the public and relay information to police, firefighters, and ambulance crews.	Speech Accounting	Business Math Data Processing	$12,000 - $18,000 Limited Good	On-the-Job Training

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Selecting a Career 5

MECHANICAL

Individuals working in mechanical occupations are interested in applying mechanical principles to practical situations by use of machines and hand tools or in driving or operating vehicles or equipment.

MECHANICAL CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Janitors are responsible for the care and maintenance of buildings and other structures.	Chemistry Home Economics	Industrial Technology	$11,000 - $14,000 Good Good	Diploma Associate Degree On-the-Job Training
Electrical/electronic engineering technicians work under the direction of electrical engineers and help design, assemble, test, and modify electrical circuits, devices, machines, and systems.	**Mathematics** **Physics** **Geometry**	**Industrial Technology** **Drafting** **Computer Science**	**$21,000 - $27,000** **Good** **Good**	**Certificate** **Diploma** **Associate Degree** Apprenticeship **On-the-Job Training**
Drywall installers and finishers plan and carry out the installations of drywall panels on interior surfaces of buildings.	Algebra Geometry	Drafting Construction	$14,000 - $18,000 Good Good	Certificate Diploma Associate Degree Apprenticeship On-the-Job Training
Automobile body repairers repair and refinish damaged parts of bodies of vehicles	**Metalworking** **English** **Mathematics**	**Physics** **Industrial Technology**	**$12,000 - $15,500** **Good** **Good**	**Certificate** **Diploma** **Associate Degree** **Apprenticeship** **On-the-Job Training**

INDUSTRIAL

Individuals working in industrial occupations are interested in repetitive, concrete, organized activities done in a factory setting; in using their hands or hand tools; or in setting up, operating, and taking care of machines.

INDUSTRIAL CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Meat cutters and trimmers cut animal carcasses into smaller portions and prepare meat for sale.	Foods	Industrial Technology	$10,000 - $15,000 Limited Limited	Apprenticeship On-the-Job Training
Numerical control tool programmers write computer programs that enable machine tools to make metal parts automatically.	**Mathematics** **Drafting** **Metalworking**	**Physics** **Computer Science** **Data Processing**	**$13,000 - $16,000** **Fair** **Good**	**Associate Degree**
Welders operate a variety of equipment to join metal parts together permanently.	Drafting English Mathematics	Industrial Technology Metalworking Chemistry	$13,000 - $24,000 Limited Good	Certificate Diploma Associate Degree Apprenticeship On-the-Job Training

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Selecting a Career 6

BUSINESS DETAIL

Individuals working in business detail occupations are interested in organized, clearly defined activities requiring accuracy and attention to details and usually work in an office setting.

BUSINESS DETAIL CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Medical records technicians help compile, maintain, and handle records kept for all patients.	Business Health English	Accounting Computer Science Data Processing	$13,000 - $18,000 Good Good	Certificate Diploma Associate Degree
Insurance claims clerks review insurance forms for accuracy and completeness.	English Business Accounting	Data Processing Mathematics	$13,000 - $21,000 Good Good	Certificate Diploma Associate Degree On-the-Job Training
Legal secretaries prepare legal papers for attorneys and assist with legal research.	English Business	Data Processing Business Law	$12,000 - $15,000 Good Good	Certificate Diploma Associate Degree
Teacher aides prepare instructional materials, do paperwork, help students with classwork, and supervise students.	Speech Business Health	Home Economics Data Processing Physical Education	$8,800 - $11,000 Good Good	Diploma Associate Degree On-the-Job Training

SELLING

Individuals working in selling occupations are interested in bringing others to a particular point of view using sales and promotional techniques and in working in legal work, business negotiations, advertising, or other related fields.

SELLING CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Telemarketers make and receive phone calls for a company to sell its goods and services.	Speech Business Mathematics	Marketing Computer Science Economics	$8,800 - $15,000 Good Good	On-the-Job Training
Travel agents assist individuals and groups with planning trips, making reservations, obtaining tickets, and performing related services.	Business Geography English	Computer Science Foreign Languages Mathematics	$10,000 - $12,000 Good Good On-the-Job Training	Certificate Diploma Associate Degree
Financial services sales agents assist clients in developing sound financial plans for themselves or their businesses.	Accounting Business Speech	Data Processing Marketing Computer Science	$16,000 - $18,000 Good Good	Bachelors
Real estate agents rent or sell property or homes for clients on a commission basis.	Construction Marketing Speech	Data Processing Business Law Mathematics	$14,000 - $16,000 Fair Good	Certificate Diploma Associate Bachelors Degree

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Selecting a Career 7

ACCOMMODATING

Individuals involved in this area of work are interested in catering to the wishes and the needs of others, usually on a one-to-one basis.

ACCOMMODATING CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Bus drivers operate the vehicles that carry passengers from place to place in a city or from city to city.	Accounting English Health	Drivers Education Psychology	$12,000 - $15,000 Fair Good	On-the-Job Training
Recreation leaders help people, as individuals or as groups, enjoy and use their leisure time constructively.	Psychology Art Speech Music	Health Mathematics Physical Education Sociology	$12,000 - $15,000 Fair Good	Bachelors Degree Masters Degree
Waiters and waitresses take customers' orders, serve food and beverages, calculate bills, and collect money in food service establishments.	Speech Foods Business	Business Math Home Economics	$8,800 - $14,000 Good Good	On-the-Job Training
Cosmetologists cut, style, and dye hair; perform facials; apply make up; and do manicures.	Speech Biology Chemistry	Health Marketing Accounting	$12,000 - $15,000 Good Good	Certificate Diploma Associate Degree

HUMANITARIAN

Individuals working in humanitarian occupations are interested in helping others with their mental, spiritual, social, physical, or vocational needs.

HUMANITARIAN CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Special education teachers are trained in special teaching methods designed for disabled students.	English Speech Health	Mathematics Psychology Sociology	$16,000 - $19,000 Good Good	Bachelors Degree
Medical assistants keep records, help examine and treat patients, and perform routine office duties to help physicians.	English Speech Biology	Health Accounting Data Processing	$11,000 - $14,000 Good Good	Certificate Diploma Associate Degree
Occupational therapists work with educational, vocational, and recreational activities designed to restore functioning to disabled patients.	English Biology Sociology	Health Mathematics Psychology	$25,000 - $28,000 Good Good	Bachelors Degree Masters Degree
Social workers help individuals and families cope with problems, such as housing, finances, employment, and illness.	English Biology Speech	Sociology Psychology Mathematics	$23,000 - $25,000 Good Good	Bachelors Degree Masters Degree

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Selecting a Career 8

LEADING AND INFLUENCING

Individuals working in this area are interested in leading and influencing others by using verbal or numerical abilities.

LEADING AND INFLUENCING CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Systems analysts solve complex business, scientific, or engineering problems related to the processing of data by computers.	English Science Physics	Mathematics Computer Science Advanced Math	$22,000 - $30,000 Good Good	Bachelors Degree
Construction managers coordinate all construction functions on large projects and perform administrative duties.	**Physics** **English** **Drafting**	**Mathematics** **Industrial Technology** **Electronics**	**$25,000 - $30,000** **Good** **Good**	**Bachelors Degree**
Paralegals research laws, investigate facts, prepare documents, and do background work for lawyers.	English Accounting Business	Business Law Mathematics Word Processing	$16,000 - $18,000 Good Good	Certificate Diploma Associate Degree Bachelors Degree Apprenticeship
Food service managers are responsible for the overall operation of places that serve food.	**Business** **English** **Health**	**Home Economics** **Mathematics** **Accounting**	**$18,000 - $23,000** **Fair** **Good**	**Certificate** **Diploma** **Associate Degree** **Bachelors Degree** **On-the-Job Training**
Actuaries use formulas and statistics to calculate the basis for determining insurance and pension rates.	Biology Speech Algebra	Business Law Foreign Language Computer Science	$30,000 - $35,000 Limited Good	Bachelors Degree Masters Degree

PHYSICAL PERFORMING

Individuals working in physical performing occupations are interested in physical activities performed before an audience and enjoy athletics, sports, or the performance of physical feats.

ACCOMMODATING CAREER OCCUPATIONS	HELPFUL HIGH SCHOOL SUBJECTS		BEGINNING SALARY NEBRASKA AND NATIONAL GROWTH	SUGGESTED TRAINING
Sports coaches and instructors demonstrate and explain the skills and rules of particular sports to individuals or groups.	Health Biology English	Physical Education Public Speaking Psychology	$12,000 - $20,000 Good Good	Bachelors Degree Masters Degree
Physical training instructors help individuals plan work out and training programs and advise them on how to avoid injuries.	**Health** **Biology** **English**	**Physical Education** **Public Speaking** **Psychology**	**$15,000 - $22,000** **Good** **Good**	**Bachelors Degree** **Masters Degree**

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Selecting Schools 9

Nebraska Offers Diverse Educational Opportunities

Nebraska offers diverse opportunities for education and training after high school through 21 public and 16 private community and four-year colleges and universities and more than 40 private career and technical schools. Together these institutions provide educational programs ranging from technical training to preparation for professions. The names and addresses of the educational institutions in Nebraska are found on pages 14 through 18.

Four-Year Colleges and Universities

The public and private four-year colleges and universities in Nebraska offer a wide range of programs and majors ranging from liberal arts to teacher education, medicine, and law. The public institutions include the four campuses of the University of Nebraska: Kearney, Lincoln, Omaha and the University of Nebraska Medical Center; and the three state colleges at Peru, Chadron, and Wayne. The private four-year institutions include 14 campuses across the state. All of the four-year colleges and universities confer bachelor degrees and ten of the institutions confer masters degrees. Some of the universities offer graduate programs at the doctoral level. The general programs and the related degrees offered at the four-year colleges and universities are listed in the matrix on pages 12 to 13.

Community Colleges

Nebraska's six area community colleges with 14 campuses, offer students a broad range of programs including two-year transfer programs. Each campus offers associate degrees, diplomas, and/or certificates upon completion of their programs. Career programs in areas such as business, health, and technical trades are designed to prepare students for entry-level positions. The academic transfer programs are designed to transfer credits to four-year colleges and universities toward completion of baccalaureate degrees. Each four-year college and/or university determines the transfer programs that will be accepted at that institution. The general programs and the related degrees offered at the community colleges are listed in the matrix on pages 12 to 13.

Private Career Schools

Programs offered at private career schools are usually specialized and deal with a single occupation or cluster of related occupations. These programs usually lead to an associate degree, diploma, or certificate. All of the schools listed are approved by the Nebraska State Department of Education or other appropriate accrediting agencies. The names, addresses, programs, and degrees awarded for each program are found on pages 16 through 18.

Programs Offered in Nebraska Schools

The four-year colleges and universities and junior and community colleges in Nebraska offer a wide variety of degree-granting programs. The programs have been organized into twenty-two broad categories for use in the matrix on pages 12 and 13. The broad categories and the specific programs included in each category are listed below. A determination of the specific programs offered at individual schools can be made by consulting school catalogs. Information in the matrix was verified by the school who responded to a survey

AGRICULTURE AND NATURAL RESOURCES includes natural resources; general, industrial, diversified, or mechanized agriculture; agricultural production and/or marketing; animal science; diversified, crop, or livestock production; swine management; feedlot technology; meat animal; range management and/or science; pest management; weed control; agronomy; soil sciences; food sciences; horticulture and landscaping; landscape development; nursery management; agricultural economics; agribusiness; farm and ranch management; farm financial management; agriculture management; forestry; water science; environmental science and/or studies; conservation and environmental systems; wildlife management; ecology; and agricultural equipment mechanics.

ARCHITECTURE AND ENVIRONMENTAL DESIGN includes architecture, interior design, and community and regional planning.

BUSINESS includes banking and finance; actuarial science; economic development; business, human services, legal, or long-term care administration; general management; production manager or supervisor; business administration with computer science; industrial or telecommunication

Selecting Schools 10

Diverse Educational Opportunities (continued from previous page)

systems management; administration of health services or health care; management information systems; human resources or human resource management; investments or credit management; insurance management; international business; marketing; retailing; retail or building materials merchandising; business principles; fashion merchandising; parts distribution, sales, and/or management; ag parts management; materials purchasing and management; real estate; real estate management; insurance; accounting; small business accounting; office management or technology; management assistant; medical, legal, church, administrative, or executive secretaries; secretarial studies or update; allied health; travel and tourism; hotel, motel, and restaurant management; restaurant host/hostess; hospitality services; hotel/motel guest services; front office; administrative assistant; health care or health promotion management; community health education; health information management; correspondence and word processing; stenographic; transcription; medical insurance claims examiner; bookkeeping; commercial credit; court reporting; cost accounting, medical office, or payroll clerk; clerk-typist; and medical records technology.

COMMUNICATIONS includes communication studies, journalism, broadcasting and broadcast technology, organizational or corporate communication, mass communication, communication arts, sports communication, public or community relations, print media, news-editorial, agricultural journalism, biomedical communications, creative arts and communications, radio and television, radio producer, vocal development, audio and recording, electronic communication, and advertising.

COMPUTER AND INFORMATION SCIENCES includes computer science, computer engineering, information management, computer information systems, airway computer science, computer operations, computer programming, microcomputer applications, computers and automation, microcomputers, computer science with business applications or math/science applications, PC support specialist, management of small systems, technical programming, and data processing.

CONSUMER AND PERSONAL SERVICES includes floral design or floriculture, upholstering and refinishing, building maintenance, custodial services, funeral services, mortuary science, and cosmetology.

EDUCATION includes education or school administration, elementary or secondary administration, early childhood and elementary education, director or head teacher early childhood education, preschool education, middle-level education, vocational education, curriculum and instruction, physical and health education, public health, corporate fitness and cardiac rehabilitation, wellness, sports management, exercise science, athletic training, coaching, secondary education, special education and/or communication disorders, learning disabilities, developmental disabilities, behaviorally disordered, English as a second language, bilingual education, counseling, school psychology, educational psychology, Christian counseling, human services counseling, drug and alcohol or chemical dependency, counseling, and adult and continuing education.

ENGINEERING includes biological systems, mechanical, manufacturing systems, industrial, electrical, civil, chemical, computer, or agricultural engineering; architectural, manufacturing, electronics, general, or construction engineering technology; construction management; plastic mold making; environmental laboratory technology; nondestructive testing; hazardous materials; and engineering mechanics.

EQUIPMENT AND CONSTRUCTION includes truck driving; power and transportation technology; heavy equipment operation; pilot ground school; aviation; aviation maintenance and/or management; airway science management; safety education; manufacturing management; industrial distribution; construction management; diesel truck/construction; automotive or diesel mechanics; small engine or motorcycle repair; farm tractor; general mechanics; auto body repair; industrial mechanics or maintenance; building construction; cabinetmaking; masonry and concrete; residential/commercial electrician; utility line; drafting; architectural, engineering, mechanical, or computer-aided drafting; surveying and C.A.D.; computer, business machines, or biomedical machine repair; electronics repair; electronics/robotics; circuit design; electrical or electronics technology; production; industrial planning and design; fabrication; welding; machining; machine shop; tool and die; milling machine; engine lathe; refrigeration; commercial refrigeration; and heating and/or air conditioning.

FINE ARTS includes art, art history, fine arts, music, applied music, vocal music, instrumental music, conducting, music performance, music business, piano pedagogy, music theatre, dance, speech, drama and theatre arts, humanities, photography, commercial art, graphic art and design, computer graphics, electronic imaging and graphics, video, printing, and desktop publishing.

HEALTH includes health science; microbiology; nursing; practical nursing; nurse aid or assistant; care staff member; dentistry; dental hygiene, dental assisting, and dental laboratory technology; medicine; physician assisting; medical assisting; physical or occupational therapy; speech pathology and audiology; sign language; optometry; optician dispensing; ophthalmic technology; pharmacy; pharmacology; veterinary and veterinary assisting; paramedic and emergency medical technology; osteopathy; podiatry; music therapy; chiropractic; industrial safety; diagnostic medical sonography; and medical laboratory, nuclear

Selecting Schools

Diverse Educational Opportunities (continued from previous page)

medicine, radiologic, radiation protection, respiratory, or surgical technologies.

HOME ECONOMICS includes human development and the family; family science; consumer science; consumer affairs; home economics and journalism; dietetics; nutrition; textiles, clothing, and design; textile and apparel design; textile science; clothing construction; child development; child care; professional nanny; home economics; food and/or nutrition; dietary management; quantity food production; culinary arts; chef's apprentice; and food service or food service management.

LAW includes law, legal assisting, legal studies, and paralegal studies.

LANGUAGE, LITERATURE, AND SPEECH includes English, language arts, literature, reading, speech communication, foreign languages (Spanish, French, German, Danish, Russian, Latin, and Greek), foreign languages and cultures, humanities, classics, classical civilization, organizational communication, Great Plains studies, general studies, integrated studies, University studies, liberal arts, institutional development, and interdisciplinary studies.

LIBRARY AND ARCHIVAL SCIENCES includes library science, library media, educational media, and museum studies.

MATHEMATICS includes mathematics, statistics, and actuarial science.

PHYSICAL AND LIFE SCIENCES includes earth, physical, or natural sciences; meteorology; broadcast meteorology; atmospheric studies; nuclear power; chemistry; biochemistry; geology; physical geography; physics; biophysics; astronomy; biology; biopsychology; psychobiology; oceanography; physiology; anatomy; entomology; biometry; environmental science; and biotechnology.

PSYCHOLOGY includes psychology, business psychology, and human factors.

PUBLIC ADMINISTRATION AND PROTECTIVE SERVICES includes public administration, recreation or recreation leadership, fitness and leisure management, leisure studies, Christian camping, human services, human services worker, social work, human relations, community services, gerontology, criminal justice, criminal justice management, law enforcement, security management, corrections, and fire fighting or fire protection.

SOCIAL SCIENCES includes social sciences, international relations or studies, anthropology, economics, geography, history, political science, sociology, political communication, business sociology, global studies, women's studies, urban studies, European studies, Latin American studies, American studies, Black studies, American Indian studies, and ethnic studies.

THEOLOGY, RELIGION, AND PHILOSOPHY includes philosophy; religion; theology; seminary; sacred music; intercultural, youth, pastoral, deaf, or Christian ministries; Biblical studies; missions; Christian education; director of Christian education; leadership education; parish work; Christian spirituality; spirituality; and pastoral care and education.

Degrees Awarded at Nebraska Schools

TRANSFER denotes a program which requires a transfer to another educational institution before a degree can be earned. Each four-year college or university determines which programs will transfer to that institution.

CERTIFICATES are awarded for successful completion of a prescribed course of study for a specific skill area that is oriented toward an occupation and that requires fewer credit hours than a diploma program.

DIPLOMAS are designed for students who want to learn a skill in less time than it takes for an associate degree. These programs lead to specific employment skills and usually take one to two years.

ASSOCIATE DEGREES are awarded for completion of a program of instruction requiring at least two but less than four years of full-time college level work. These programs may include general education requirements such as English and mathematics and are intended as terminal and for job-entry.

BACHELORS DEGREES are awarded for completion of a program of instruction that usually requires at least four years of full-time academic work at a four-year college or university and includes general education requirements.

MASTERS DEGREES are awarded for completion of a program of instruction beyond the bachelors degree and that usually requires a minimum of one year of academic work.

SPECIALIST DEGREES are awarded for completion of a program of instruction beyond the bachelors degree and usually require at least two years of full-time academic. The program usually requires completion of a special study. The degree is most often awarded by schools of education and is referred to as an Ed. S.

DOCTORATE DEGREES are awarded for completion of programs of instruction beyond the masters degree and usually require at least three years of full-time academic work and completion of a special research study. This degree is the highest academic degree awarded in a given discipline or profession.

T ..... Transfer C ..... Certificate D ..... Diploma A ..... Associate B ..... Bachelors M ..... Masters S ..... Specialist D* ..... Doctorate	Bellevue University	Chadron State College	College of Saint Mary	Concordia College	Creighton University	Dana College	Doane College	Grace College of the Bible	Hastings College	Midland Lutheran College	Nebraska Christian College	Nebraska Wesleyan University	Peru State College	Platte Valley Bible College	Union College
AGRICULTURE AND NATURAL RESORCES		T A B			T C B	B	T B			T			T B		
ARCHITECTURE AND ENVIRONMENTAL DESIGN		T B			T					T					
BUSINESS	B M	B M	C A B	B	C B M	B	B M	A	B	A B	A	B	B		A B
COMMUNICATIONS	B		A B	B	C A B	B	B	B	B	B		B	T		B
COMPUTER AND INFORMATION SCIENCE	B	B	A B	B	C A B M	B	B		B	A B		B	B		A B
CONSUMER AND PERSONAL SERVICES		T			T					T			T		
EDUCATION	B	A B M S	A B	B M	B M	T B	B	T A B	B M	A B		B	A B M		T B
ENGINEERING		T		T	T	T	T		T	T		T	T		A
EQUIPMENT AND CONSTRUCTION		B						T B					B		
FINE ARTS AND PERFORMING ARTS	B	B	B	B	B	B	B	B	B	B		B	B		A B
HEALTH FIELDS		T B	T A	T B	T C B M D*	T B	T	T B	T B	T A B		T B	T B		T B
HOME ECONOMICS AND FOOD SERVICE		B			T					T					
LAW		T B	A B	T	T B D*	T	T			T A B		T	T		A B
LETTERS: LANGUAGES, LITERATURE, SPEECH	B	B M	A B	B	C A B M	T B	B	T	B	B		B	B		B
LIBRARY AND ARCHIVAL SCIENCES		B			T										
MATHEMATICS	B	B M	B	B	B M	B	B		B	B		B	B		B
PHYSICAL AND LIFE SCIENCES	B	B	B	B	C B M D*	B	B		B	B		B	B		B
PSYCHOLOGY	B	B M		B	C B	B	B		B	B		B	B		B
PUBLIC AFFAIRS AND PROTECTIVE SERVICES	B	B M	B		B	B	B	B	B	T A B		B	B		B
SOCIAL SCIENCES	T B	B M	B	B	T C B M	B	B		B	B		T B	B		B
THEOLOGY, RELIGION, AND PHILOSOPHY	B			B M	C A B M	T B	T B	T C A B	B	T A B	A B	T B		C A B	B

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Nebraska Schools

University of Nebraska at Kearney	University of Nebraska at Omaha	University of Nebraska Medical Center	University of Nebraska-Lincoln	Wayne State College	York College	Central Community College-Grand Island	Central Community College-Hastings	Central Community College-Platte	Lincoln School of Commerce	McCook Community College	Metropolitan Community College	Mid-Plains Community College	Nebraska College of Business	Nebraska College of Technical Agriculture	Nebraska Indian Community College	Northeast Community College	Southeast Community College-Beatrice	Southeast Community College-Lincoln	Southeast Community College-Milford	WNCC-Scottsbluff	WNCC-Sidney
TB	T		CB MD*	TB	T		CD A	CD A		TA	CA	TC		A	A	TA	TA			TA	
TB	TB		TB M	TB				CD A		A	A	T									
BM	BM		BM D*	B	TA B	CD A	CD A	TC DA	DA	TC A	CA	TC DA	CD A	A	CD A	TD A	TD A	CD A	DA	CA	
BM	BM	C	BM	B	A	CD A	CD A	CD A		A		T				A	TA			A	
B	BM		BM D*	B	T	CD	CD	CD A	CD	A	CA	TD A	A		CD A	DA	A	CD	A	TC	
T				B				TA			CA	TC DA				T					CA
BM B	TB M*		CBM SD*	CB MS	TB			TA		TD A	CA	T			CD A	TA	TA	A			
T	TA BM		AB MD*	T	TA	CA	CD A	TA		A	TC A	T				T	A	DA	A	TC A	
CB M	B			B	T	TD	CD	CD		C	CA	CD				TC		CD	DA	CD	
BM	BM		BM D*	B	T		CD A	TC DA	CD	A	CA	TC A				A	TA	C	A	A	
TB M	TB M	CB MD*	TB M	TB	TA	DA	CD A	TD		TC	TC A	TC		A	C	TC DA	TD A	DA		TD	
BM	B		BM D*	B	T	CD A	CD A	TC DA		CA	CA	T			CA	CD A		CD A		A	
T	T	C	BM D*	B	TA	CD			A	TA	A	T	A*			TD A	TA			TA	
CB M	BM		BM D*	BM	TB			T		A	TA	TA				A	TA	A		A	
T	B		M																		
BM	BM		BM D*	B	T			TA		A		T				A	A			TA	
TB M	BM	MD*	BM D*	B	TA	TA	TA	TA		A		TA				A	A			A	
B	B		BM D*	B	T	TA	TA	TA				T					A			A	
TB	CA BM		TC AB	B			CD A	TA		TA	A	TC A			A	TA		DA		A	
BM	BM		BM D*	BM	T			TA		A		T			A	A	A			A	
T	B		BM D*		CB																

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Four-Year Public and Private Colleges and Universities

Bellevue University
1000 Galvin Road South
Bellevue, Nebraska 68005
(402) 293-3778

Chadron State College
1100 Main Street
Chadron, Nebraska 69337
(308) 432-6263
(800) CHADRON

College of Saint Mary
1901 South 72nd Street
Omaha, Nebraska 68124
(402) 399-2405
(800) 926-5534

Concordia College
800 North Columbia Avenue
Seward, Nebraska 68434
(402) 643-7233
(800) 535-5494

Creighton University
California at 24th Streets
Omaha, Nebraska 68178
(402) 280-2703

Dana College
2848 College Drive
Blair, Nebraska 68008-1099
(402) 426-7220
(800) 444-3262

Doane College
Crete, Nebraska 68333
(402) 826-2161
(800) 333-6263

Grace College of the Bible
1515 South 10th Street
Omaha, Nebraska 68108
(402) 449-2831
(800) 383-1422

Hastings College
Box 269
Hastings, Nebraska 68901
(402) 463-2402
(800) 532-7642

Midland Lutheran College
900 North Clarkson Street
Fremont, Nebraska 68025
(402) 721-5480
(800) 642-8382

Nebraska Christian College
1800 Syracuse
Norfolk, Nebraska 68701
(402) 371-5960

Nebraska Wesleyan University
5000 Saint Paul Avenue
Lincoln, Nebraska 68504
(402) 465-2218

Peru State College
Peru, Nebraska 68421
(402) 872-3815
(800) 742-4412

Platte Valley Bible College
1601 3rd Avenue
Box 1227
Scottsbluff, Nebraska 69363-1227
(308) 632-6933

Union College
3800 South 48th Street
Lincoln, Nebraska 68506
(402) 486-2504
(800) 228-4600

University of Nebraska at Kearney
905 West 25th Street
Kearney, Nebraska 68849
(308) 234-8526
(800) 445-3434

University of Nebraska at Omaha
60th and Dodge Streets
Omaha, Nebraska 68182-0005
(402) 554-2393

University of Nebraska-Lincoln
14th and R Streets
Lincoln, Nebraska 68588
(402) 472-2023
(800) 742-8800 Ext. 2023

University of Nebraska Medical Center
600 South 42nd Street
Omaha, Nebraska 68198
(402) 559-4206
(800) 626-8431

Wayne State College
Wayne, Nebraska 68787
(402) 375-7000
(800) 228-9972

York College
9th and Kiplinger
York, Nebraska 68467-2699
(402) 362-4441

Two-Year Public and Private Colleges

Central Community College-Grand Island Campus
3134 West Highway 34
Grand Island, Nebraska 68802-4903
(308) 384-5220
(800) 652-9177

Central Community College-Hastings Campus
Box 1024
Hastings, Nebraska 68901
(402) 463-9811
(800) 742-7872

Central Community College-Platte Campus
Box 1027
Columbus, Nebraska 68601-1027
(402) 564-7132
(800) 642-1083

Lincoln School of Commerce
1821 K Street
Lincoln, Nebraska 68508
(402) 474-5315
(800) 742-7738

Metropolitan Community College
Box 3777
Omaha, Nebraska 68103
(402) 449-8418
(800) 228-9553

Elkhorn Valley Campus
204th and West Dodge Road
Elkhorn, Nebraska 68022
(402) 289-1205

Fort Omaha Campus
30th and Fort Streets
Omaha, Nebraska 68111
(402) 449-8305

South Omaha Campus
27th and "Q" Streets
Omaha, Nebraska 68107
(402) 449-8505

Mid-Plains Community College
Box 1
North Platte, Nebraska 69101
(308) 532-8740 Vocational
(308) 532-8980 Academic
(800) 658-4308

McCook Community College
1205 East Third Street
McCook, Nebraska 69001
(308) 345-6303
(800)658-4348

Nebraska College of Business
3636 California Street
Omaha, Nebraska 68131
(402) 553-8500
(800) 642-1456

Nebraska College of Technical Agriculture
404 East 7th
Curtis, Nebraska 69025
(308) 367-4124
(800) 328-7847

Nebraska Indian Community College
Box 752
Winnebago, Nebraska 68067
(402) 878-2414

Northeast Community College
801 East Benjamin Avenue
Norfolk, Nebraska 68702
(402) 371-2020
(800) 348-9033

Southeast Community College-Beatrice Campus
Route 2, Box 35A
Beatrice, Nebraska 68310
(402) 228-3468
(800) 223-5027

Southeast Community College-Lincoln Campus
8800 O Street
Lincoln, Nebraska 68520-1299
(402) 437-2500
(800) 642-4075

Southeast Community College-Milford Campus
Milford, Nebraska 68405
(402) 761-2131
(800) 933-7223

Western Nebraska Community College-Scottsbluff Campus
1601 East 27th Street, N.E.
Scottsbluff, Nebraska 69361
(308) 635-3606
(800) 348-4435

Western Nebraska Community College-Sidney Campus
Sidney, Nebraska 69162
(308) 254-5450
(800) 221-9682

Nebraska Schools 16

Private Career Schools

C=Certificate, D=Diploma, A=Associate, B=Bachelors, M=Masters

Bahner College of Hairstyling
1660 North Grant Street
Fremont, Nebraska 68025
(402) 721-6500
(800) 334-4528

210 West 4th
Grand Island, Nebraska 68801
(308) 382-1123
(800) 334-4528

10801 Q Street
Omaha, Nebraska 68137
(402) 592-5925
(800) 334-4528
Hair Design-D

Becker CPA Review
14219 Pierce Plaza #17
Omaha, Nebraska 68144
(402) 334-4440
Accounting-C

Bergan Mercy School of Radiologic Technology
7500 Mercy Road
Omaha, Nebraska 68124
(402) 398-5892
Radiologic Technology-C

Bryan Memorial Hospital School of Nurse Anesthesia
1600 South 48th Street
Lincoln, Nebraska 68506
(402) 483-3135
(800) 742-7844 ext. 3135
Nurse Anesthesia-M

Bryan Memorial Hospital School of Nursing
5000 Sumner Street
Lincoln, Nebraska 68506
(402) 483-3801
(800) 742-7844 Ext. 8603
Nursing-D

Business and Banking Institute
7101 Mercy Road, Suite 219
Omaha, Nebraska 68106
(402) 393-1428
Banking and Finance-C

Capitol Schools of Hairstyling
3339 L Street
Omaha, Nebraska 68107
(402) 733-0339
(800) 352-13331
2819 S. 125th Avenue,
Suite 268
Omaha, Nebraska 68144
(402) 333-3329
(800) 352-1331
Hair Design-D
Personal Services-D

Clarkson College
101 South 42nd Street
Omaha, Nebraska 68131
(402) 552-3036
(800) 647-5500
Health Service Administration-M
Management-M
Business Administration-B
Nursing-B,M
Radiologic Technology-A,B
Physical Therapy Assistant-A
Occupational Therapy Assistant-A

College of Hair Design-Lincoln
304 South 11th Street
Lincoln, Nebraska 68508
(402) 474-4244
(800) 798-4247
Cosmetology-D
Barbering-D

Columbus Beauty School
2719 13th Street
Columbus, Nebraska 68601
(402) 563-3671
Hair Design-D

The Creative Center
11128 John Galt Blvd.,
Suite 550
Omaha, NE 68137
(402)339-6001
(800)846-9943
Commercial Art-D

Dr. Welbes' College of Massage Therapy
2602 J Street
Omaha, Nebraska 68107
(402) 731-6768
Massage Therapy-D

E.Q. School of Hair Design
1849 North 73rd
Omaha, Nebraska 68114
(402) 390-0824
(800) 777-7693
Hair Design-D

Gateway Electronics Institute
4862 South 96th Street
Omaha, Nebraska 68127
(402) 593-9000
(800) 786-3532
Computer and Information Sciences-D,A
Data Processing-D,A
Electrical and Electronic Technologies-D,A

Hollywood Beauty College
1909 Broadway
Scottsbluff, Nebraska 69361
(308) 632-3731
Hair Design-D

Nebraska Schools 17

Private Career Schools *continued*

Immanuel Medical Center School of Radiologic Technology
6901 North 72nd Street
Omaha, Nebraska 68122
(402) 572-2043
Radiologic Technology-D

Immanuel Medical Center School of Respiratory Therapy
6901 North 72nd Street
Omaha, Nebraska 68122
(402) 572-2312
Respiratory Therapy Technology-C,A,B

Institute of Computer Science
808 South 74 Plaza, Suite 200
Omaha, Nebraska 68114
(402) 393-7064
Computer and Information Sciences-C
Data Processing-C
Electronics Technologies-C
Legal Assisting-C
Medical Assisting-C
Psychiatric Technician-C
Secretarial Studies and Office Administration-C

International School of Modeling
8602 Cass Street
Omaha, Nebraska 68114
(402) 399-8787
Modeling-C
Professional Personal Development-C

ITT Technical Institute
9814 M Street
Omaha, NE 68127-9812
(402)331-2900
(800) 677-9260
Engineering Technologies-A

Joseph's College of Beauty
618 Court Street
Beatrice, Nebraska 68310
(402) 223-3588

2250 North Webb Road
Grand Island, Nebraska 68801
(308) 381-8848

828 West Second Street
Hastings, Nebraska 68901
(402) 463-1357

2213 Central Avenue
Kearney, Nebraska 68847
(308) 234-6594

2241 O Street
Lincoln, Nebraska 68510
(402) 475-5385
(800) 742-7827

202 Madison Avenue
Norfolk, Nebraska 68701
(402) 371-3358

107 West Sixth
North Platte, Nebraska 69101
(308) 532-4664
Hair Design-D

Mary Lanning Memorial Hospital School of Radiologic Technology
715 North Saint Joseph Avenue
Hastings, Nebraska 68901
(402) 461-5177
Radiologic Technology-D

McCook Beauty Academy
201 East C Street
McCook, Nebraska 69001
(308) 345-5285
Hair Design-C

Nancy Bounds International
4803 Davenport
Omaha, Nebraska 68132
(402) 558-9292
Modeling -C

Nebraska Custom Diesel Drivers Training, Inc.
522 South 84th Street
Omaha, Nebraska 68114
(402) 894-1400
Truck Driving-C,D

Nebraska Law Enforcement Training Center
3600 North Academy Road
Grand Island, Nebraska 68801
(308) 385-6030
Criminal Justice-C

Nebraska Methodist College of Nursing and Allied Health
8501 West Dodge Road
Omaha, Nebraska 68114
(402) 390-4879
Counseling-A,B
Nursing-B
Radiologic Technology-B
Respiratory Therapy Technology-A,B
Specialized Health Technologies-A,B

Nebraska School of Real Estate
225 North Cotner, Suite 106
Lincoln, Nebraska 68505
(402) 436-3417
Real Estate-D

North American Travel School
2229 North 91st Court
Omaha, Nebraska 68114
(402) 397-4848
(800) 457-2855
Travel and Tourism-D

Nebraska Schools 18

Private Career Schools *continued*

Offutt AFB Aero Club
Box 13234
Offutt AFB, Nebraska 68113
(402) 294-3385
Flight Training-C

Omaha College of Health Careers
10845 Harney Street
Omaha, Nebraska 68154-2655
(402) 333-1400
Accounting-D
Data Processing-D
Dental Assisting-D
Graphic Design and Printing-A
Medical Assisting-D
Nursing-D
Psychiatric Assisting-D
Secretarial Studies and Office Administration-D
Veterinary Services-A

Omaha Opportunities Industrialization Center, Inc.
2724 North 24th Street
Omaha, Nebraska 68110
(402) 457-4222
Graphic Design and Printing-C
Nursing-C
Secretarial Studies and Office Administration-C

Omaha School of Massage Therapy
7905 L Street, Suite 230
Ralston, Nebraska 68127
(402) 331-3694
Massage Therapy-D

Randall School of Real Estate
11224 Elm Street
Omaha, Nebraska 68144
(402) 333-3004
Real Estate-C

Regional West Medical Center School of Radiologic Technology
4021 Avenue B
Scottsbluff, Nebraska 69361
(308) 630-1140
Radiologic Technology-D

Saint Joseph Hospital School of Radiologic Technology
601 North 30th Street
Omaha, Nebraska 68131
(402) 449-4812
Radiologic Technology-C

Sally McMahon School of Real Estate
7602 Pacific Street
Omaha, Nebraska 68114
(402) 391-1494
Real Estate-C

Skills Plus, Inc.
980 South 72nd
Omaha, Nebraska 68114
(402) 393-7367
Accounting-C
Computer and Information Sciences-C
Data Processing-C
Secretarial Studies and Office Administration-C

Sky Harbor Air Service, Inc.
Box 19083
Eppley Airfield
Omaha, Nebraska 68119
(402) 422-6633
(800) 227-9839
Flight Training-C

Spencer School of Business
Box 399
Grand Island, Nebraska 68801
(308) 382-8044
(800) 658-3121
Accounting-D,A
Business Management and Administration -D,A
Marketing and Sales-A
Medical Assisting-C,D,A
Secretarial Studies and Office Administration-C,D,A
Travel and Tourism-D,A

Travel Careers Institute
2120 South 72nd Street, Suite 210
Omaha, Nebraska 68124-6310
(402) 399-4608
Travel and Tourism-C

Universal Technical Institute
902 Capitol Avenue
Omaha, Nebraska 68102-9954
(402) 345-2422
(800) 752-3455
Auto Body Repair-D
Gas and Diesel Mechanics—D
Graphic Design and Printing-D
Heating and Cooling Mechanics-D
Travel and Tourism-D

Xenon International School of Hair Design
333 South 78th Street
Omaha, Nebraska 68114
(402) 393-2933
Hair Design-D
Skin Care-D

Apprenticeship 19

Do you like to work with your hands?

Do you have good mechanical ability?

Do you like good pay and benefits?

Then.....APPRENTICESHIP is for you!

Apprenticeship is a relationship between an employer and an employee during which the worker, or apprentice, learns a trade. The training lasts a specific length of time (one to six years). An apprenticeship covers all aspects of the trade and includes both on-the-job training and related instruction. For example, apprentice auto mechanics learn how to repair automotive equipment, how the various systems are designed, how to diagnose malfunctions, how to use the principal tools and test equipment found in an automotive shop, pertinent safety precautions, and cleanup of tools and work areas.

Apprentices are employees. Generally, an apprentice's pay begins at about half that of an experienced worker and increases periodically throughout the apprenticeship. Many programs are cosponsored by trade unions that offer apprentices union membership.

All of the arguments for learning a skilled trade apply to apprenticeship: a skill sets craftworkers apart from other workers, is satisfying and rewarding, and is a marketable asset. Among other reasons, apprenticeship gives workers versatility by teaching them all aspects of a trade. It helps them learn to work with different kinds of people in an actual working situation. It familiarizes them with the overall picture of a company's operation and organization. Generally, an organized program of apprenticeship can earn graduates recognition as skilled workers and can ensure them good jobs with good pay.

When deciding what trade to enter, prospective apprentices should consider such factors as the vocational characteristics of different trades, their qualifications as applicants, and the market for jobs in the geographic area in which they would serve an apprenticeship. Counselors can help applicants find out about the trades, test them to evaluate their abilities, and inform them about the job market in their local area.

The process of qualifying for an apprenticeship program can be brief or long, depending on the individual's qualifications and the requirements and schedules of the different programs.

Requirements vary from trade to trade, program to program, and plan to plan. For example, an applicant may be required to pass an aptitude test, hold a high school diploma, meet an age requirement, pass occupationally essential physical requirements, have acceptable school grades, have work experience in a similar field, and be interviewed.

The minimum level of education required also varies. Most programs require entrants to have a high school diploma or its equivalent. Regardless of the level of education required, apprentices need a firm grounding in reading, writing, and mathematics—all basic to the skilled trades. Courses in shop math, drafting, physics, and other courses related to the technical and mechanical trades are also highly recommended.

The availability of apprenticeships in an area depends on three major elements: (1) economic conditions, (2) the willingness of employers to train skilled craftworkers, and (3) new technology.

As economic conditions change, so does the demand for skilled workers. When employment is high and construction and industrial production are booming, more skilled workers are needed and more apprentices must be trained to help fill the need. When economic conditions are bad, apprenticeships are scarce.

If you are interested in more information about apprenticeable occupations in Nebraska, contact:

U.S. Department of Labor
Bureau of Apprenticeship & Training
106 South 15th Street, Room 801
Omaha, Nebraska 68102
(402) 221-3281

Tech Prep 20

Preparing Students for the Work Force

Tech Prep is an education plan designed to prepare high school students for careers in high-skill technical fields. Tech Prep provides required coursework and experiences in high school to help the student successfully make the transition from secondary to postsecondary education or sometimes, to move directly into the work force. All six community college areas in Nebraska are currently participating in Tech Prep in cooperation with selected high schools in their areas. By combining high school and community college coursework, students obtain the academic and technical skills they need to find employment and advance in today's technical fields.

Why is Tech Prep needed? At a time when employers are demanding high performance in the American work force, "more than half of our young people leave school without the knowledge or foundation required to find and hold a job," according to a 1991 report from the U.S. Department of Labor. In today's work force, employers need employees who have advanced technical skills, a working knowledge of math and science, and good communication skills. Students planning to enter technical career fields must have both academic and technical skills to succeed.

Who benefits from Tech Prep?

The reason the Tech Prep concept has grown so quickly throughout the country is that so many benefit from it.

- **Students are the big winners. They develop the strong academic skills and the high quality technical education they need for competence and confidence in a fast-changing, high-tech society.**
- **Employers benefit from the availability of better educated workers.**
- **High schools benefit because Tech Prep gives more students the motivation to complete their education.**
- **Postsecondary institutions can raise the level of their programs because students come to them better prepared.**
- **American society and the economy will benefit by the development of a world-class work force which will enable American business to compete effectively in the world market.**

For additional information about Tech Prep, contact your local high school, your area community college, or the Tech Prep Director at the Nebraska Department of Education, Division of Education Services, (402) 471-0948.

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Adult Education 21

Educational programs available for adults without high school diplomas

There are many career opportunities available to adults in Nebraska. Most of these occupational and educational opportunities, however, require evidence that the applicant to a postsecondary school or for a job is able to perform at the high school level of skill development.

If an adult has not received a high school diploma, there are several other ways to document a person's ability to perform at the high school level.

HIGH SCHOOL COMPLETION

Selected school districts in Nebraska have developed adult high school completion programs comparable to traditional high school programs for youth. Many school districts, moreover, have developed alternative adult high school programs in cooperation with community colleges in Nebraska.

GENERAL EDUCATIONAL DEVELOPMENT

An alternative to the high school diploma is the successful completion of the General Educational Development (GED) Test. The GED Testing Program offers an opportunity for successful examinees to acquire a State of Nebraska high school diploma. In a few cases, diplomas may be awarded by the local school district. In any case, only one diploma will be awarded.

The GED Test, a battery of five tests, measures important knowledge and skills expected of high school graduates. The five tests are; Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, and Mathematics. Preparation for the test may be accomplished at several Adult Basic Education (ABE) programs throughout the state.

Testing centers are located in selected high schools, community colleges and other public educational institutions in Nebraska. To learn of requirements for entrance to the test or of location of the testing center nearest you, call (402) 471-2475.

ADULT BASIC EDUCATION PROGRAMS

There are some adults in Nebraska who cannot pass the GED Test or enter an adult high school program because they do not have the necessary academic skills. They may have dropped out of school at an early age. Others may have learning disabilities that were never diagnosed or treated.

Whatever the reason, these adults may have limited career opportunities. To expand these opportunities, 26 projects offering programs at more than 230 learning locations are available in Nebraska.

These projects are called Adult Basic Education Programs. They are designed to develop the skills necessary for a person to either enter a high school level program or succeed at a job requiring high school level skills.

ENGLISH AS A SECOND LANGUAGE

An adult who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language, may receive instruction to improve their proficiency. This instruction is available at ABE program sites.

For more specific information and direction you can also write to:
Director, Adult & Continuing Education
Nebraska Department of Education
P.O. Box 94987

Financial Aid 22

Eligibility for Financial Aid

Federal financial aid programs and most state financial aid programs usually have the following eligibility requirements for the applicant:

- usually must have financial need.
- have a high school diploma or a General Education Development (GED) diploma or meet other standards established by the state.
- must be enrolled in an institution as a regular student to obtain a degree or certificate in an eligible program. An eligible program is a course of study that requires certain minimum hours of instruction and that leads to a degree or certificate at a school participating in one or more student aid programs.
- be a U.S. citizen or eligible noncitizen.
- have a Social Security number.
- make satisfactory academic progress. Because each school has different standards, check with the school to determine its written standard of satisfactory progress.
- sign an educational purpose/certification statement on refunds and defaults to verify that you are not in default on a previous financial aid loan and that the aid will be used only for education-related expenses.
- sign a statement of updated information to verify that the information on the forms is correct.
- register with the Selective Service, if required.

You may not receive aid for correspondence courses unless they are part of an associate, bachelor, or graduate-degree program.

How to Apply for Federal Aid

If you are applying for federal assistance only, you can apply for free by filling out the Free Application for Federal Student Aid (FAFSA). The form can be obtained from the school you are planning to attend. If this school uses a supplemental form to award other kinds of aid, such as state aid, you might have to pay a fee to have that form processed. Check with the school you want to attend before filling out any forms so you do not do extra work. File forms as soon as possible. The school you are planning to attend may have a priority date for receiving your financial aid forms. The final deadline for the 1994-95 application is May 1, 1995.

Before you start, collect tax returns, bank statements, records of income and benefits you or your parents received in the previous year, and business and mortgage records. After completing the application, save all these records because you may need them to prove that the information on the form is correct. When you fill out the form, follow the instructions very carefully. If you fill it out wrong, you might get less aid than you are entitled to receive.

About four weeks after you send in your FAFSA, you will receive the Student Aid Report (SAR). The SAR contains:

- Summary of information you provided on your FAFSA.
- Expected Family Contribution (EFC) — amount you and/or your family are expected to contribute for your education based on a formula determined by Congress. The formula takes into account factors like your family size, income, benefits, and assets. In general, the higher your family's income is, or the more assets you have, the higher your family contribution will be expected to be. If the cost of your education is more than your EFC, you have financial need and could be eligible for federal aid. Cost of education is also called the cost of attendance and includes tuition and fees, room and board, transportation, books and supplies, child care, and other educational expense.

The school you are planning to attend uses the SAR to help decide how much aid you get; therefore, take the SAR to the financial aid office at that school.

The Student Guide. U.S. Department of Education. 1994-95

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Financial Aid 23

Many Sources Are Available for Financial Aid and Scholarships

The best source for financial aid information will be the financial aid office at the school or college you are planning to attend. Most Nebraska colleges and schools offer many different scholarships for which a student may be eligible. Competition for these scholarships is limited to the students attending a particular school; so, applicants for admission at that school have a better chance of receiving one of these scholarships.

High school guidance counselors often receive scholarship information and applications and collect a variety of financial aid resources. Although most of this information will apply to high school students specifically, some awards are also available to students who have previously graduated from high school.

Public libraries may also have commercially published listings of scholarships. Be aware that scholarship information changes very rapidly; so, a book that is several years old may be inaccurate. Contact the scholarship sponsor directly for specific information rather than relying on deadlines and eligibility requirements printed in the publication.

Free computerized scholarship searches may also be available in a counseling office or college financial aid office. The Educational Planning Center (EPC) also provides computerized scholarship searches to individuals who come to the office. Contact the Kearney EPC at 3704 Second Avenue; Kearney, NE 68847; (308) 234-6310; (800) 666-3721. Contact the Lincoln EPC at 1300 "O" Street; Lincoln, NE 68508; (402) 475-5222; (800) 735-6556. Contact the Omaha EPC at Rockbrook Village; 11031 Elm St.; Omaha, NE 68144; (402) 391-4033.

Be cautious of scholarship searches that cost money. Information regarding scholarship sources is readily available at no cost. An individual just needs to spend some time doing his/her own search. Some commercial searches offer a money-back guarantee. However, to get the money back, clients often must provide proof of application and rejection from the scholarship sponsor. Very few scholarship sponsors send notices to those not receiving awards. Other searches provide information on federal financial aid programs or scholarships open only to individuals at particular high schools. Contact a high school guidance counselor or college financial aid officer prior to spending money for a scholarship search.

Check with businesses, civic organizations, foundations, or trade associations for scholarships. Employers, churches, and unions also may offer scholarships to affiliated persons. Some awards are set aside for members of minority groups, women, or individuals with disabilities. Special scholarships are available for students with particular interests, talents, or career plans.

FINANCIAL AID QUICK TIPS

- Plan ahead and save your money. Expect financial aid programs to assist only when your family is unable to meet the full cost of education.
- Don't forfeit your chance for financial aid by assuming you're not eligible. You will not know what aid you are eligible for until you apply.
- Be aware that you must apply for financial aid separately from admission to the school.
- Set up a financial aid file. Keep copies of forms, tax returns, anything you use in the application process.
- Keep a close watch on financial aid timelines and apply as soon after January 1 as possible (but not before). Applying early increases your chances of receiving financial aid.
- Respond to any inquiries you receive from the financial aid office immediately. Your eligibility for financial aid cannot be determined until the school receives all the necessary information.
- Remember you must apply for financial aid each academic year.

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Financial Aid

FEDERAL PELL GRANT PROGRAM

AWARD
Grants up to $2,300 per year. Minimum grant is $400. Amounts vary depending on program funding.

OPEN TO
U.S. citizens or eligible non-citizens who are enrolled as undergraduates in a degree or certificate program.

SELECTION BASED ON
Financial need as determined by the Free Application for Federal Student Aid (FAFSA); see procedure below.

DEADLINE
As soon as possible after January 1 for the following academic year.

PROCEDURE
1. Complete the Free Application for Federal Student Aid (FAFSA).
2. When you receive the Student Aid Report (SAR), submit ALL pages to the financial aid office at the college or school you plan to attend. The SAR is received as a result of submitting the FAFSA.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

AWARD
Grants up to $4,000 per year based on limits determined by the college or school.

OPEN TO
U.S. citizens or eligible non-citizens who are enrolled as undergraduates in a degree or certificate program.

SELECTION BASED ON
Exceptional financial need based on FAFSA.

DEADLINE
As soon as possible after January 1 for the following academic year.

PROCEDURE
1. Submit the Free Application for Federal Student Aid (FAFSA).
2. When you receive the Student Aid Report (SAR), submit ALL pages to the financial aid office at the college or school you plan to attend. The SAR is received as a result of submitting the FAFSA.

FEDERAL WORK-STUDY

AWARD
On-campus employment or off-campus employment arranged by the college or school with public or private nonprofit agencies. Awards are based on student's financial need as determined by the financial aid officer. Salary is based on current minimum wage rates or salary scales at the college or school. Students usually are not allowed to work more than 20 hours per week under this program.

OPEN TO
U.S. citizens or eligible non-citizens enrolled in a vocational, undergraduate, or graduate program.

SELECTION BASED ON
Financial need as determined by college financial aid office, review of need analysis form, and satisfactory academic progress.

DEADLINE
Apply as soon as possible after January 1 for the following academic year.

PROCEDURE
1. Complete FAFSA (Free application for Federal Student Aid).
2. When you receive the Student Aid Report (SAR), submit ALL pages to the financial aid office at the college or school you plan to attend. The SAR is received as a result of submitting the FAFSA.
3. After receiving the award, arrange employment through the college's or school's work-study office.

FEDERAL PLUS LOANS

AWARD
Parents may borrow the cost of education minus other financial aid per child who is enrolled in college or school at least half-time. Interest rate not to exceed 9%; repayment begins within 60 days after the loan is disbursed; up to 10 years to repay. Limited deferments are available.

OPEN TO
Natural or adoptive parents or legal guardians of dependent undergraduate students. Must be U.S. citizens or permanent residents.

SELECTION BASED ON
Approval by lending institution and college or school; satisfactory academic progress required.

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Financial Aid

PROCEDURE

1. Get PLUS loan application from a lending institution or the college or school your child plans to attend.
2. Complete the PLUS loan application and return to college or school for certification of enrollment.

FEDERAL PERKINS LOAN PROGRAM

AWARD

Loans up to $3,000 annually for undergraduate study and up to $15,000 for a bachelors program. Total loan amount up to $30,000 for undergraduate and graduate study combined. Current interest rate is 5%. Loan may be forgiven if borrower enters certain fields or the Armed Forces. Repayment begins 9 months after graduation or 9 months after dropping below half-time status. Repayment may be allowed for up to 10 years.

OPEN TO

U.S. citizens or eligible non-citizens who are enrolled at least half time at a participating college or school; undergraduates usually must be enrolled for at least 12 credits; graduate students usually must be enrolled for at least 9 credits.

SELECTION BASED ON

Exceptional financial need as determined by the Free Application for Federal Student Aid, the availability of funds, and academic progress.

DEADLINE

Varies; each college or school sets its own deadline. Most deadlines are early in each calendar year. Check with the financial aid office at the college or school you plan to attend for the exact date.

PROCEDURES

1. Complete FAFSA (Free Application for Federal Student Aid).
2. When you receive the Student Aid Report (SAR), submit ALL pages to the financial aid office at the college or school you plan to attend. The SAR is received as a result of submitting the FAFSA.

FEDERAL STAFFORD LOAN PROGRAM

AWARD

Loans of up to $2,625 for the first year, up to $3,500 for the second year, and up to $5,500 for third, fourth, and fifth years to complete an undergraduate program for a total of up to $23,000. Loans of up to $8,500 for each academic year of graduate or professional study for a total of no more than $65,000 including loans obtained at the undergraduate and graduate level. For all new borrowers, the current interest rate is variable with a cap of 9%. Interest adjusts every July. Repayment begins 6 months after graduation or leaving school with up to 10 years to repay.

OPEN TO

U.S. citizens enrolled at least half time at participating colleges or schools.

SELECTION BASED ON

Financial need; good academic standing; approval by lending institution, college or school, and guarantee agency. UNDERGRADUATES must have applied for a Federal Pell Grant.

DEADLINE

Set by the lending institution and/or college or school.

PROCEDURE

See procedures for applying for a Federal Pell Grant.

STATE STUDENT INCENTIVE GRANT (SSIG) PROGRAM

AWARD

Grant levels vary by state.

OPEN TO

Full-time or part-time students enrolled at participating colleges and schools.

SELECTION BASED ON

Exceptional financial need as defined by each state.

DEADLINE

Varies by state.

PROCEDURES

Contact your high school counselor or the financial aid officer at the college or school you plan to attend.

Financial Aid

STATE OF NEBRASKA SCHOLARSHIP ASSISTANCE PROGRAM (SAP)

AWARD
Award amounts vary. Award is renewable.

OPEN TO
Nebraska residents who attend participating Nebraska colleges and schools.

SELECTION BASED ON
Exceptional financial need as defined in the rules and regulations governing the program.

DEADLINE
Open.

PROCEDURES
Contact the financial aid officer at the Nebraska college or school you plan to attend.

STATE OF NEBRASKA POSTSECONDARY EDUCATION AWARD PROGRAM (PEAP)

AWARD
Award amounts vary. Award is renewable.

OPEN TO
Nebraska residents who attend participating independent, non-profit colleges and schools in Nebraska.

SELECTION BASED ON
Exceptional financial need as defined in the rules and regulations governing the program.

DEADLINE
Open.

PROCEDURES
Contact the financial aid officer at the Nebraska college or school you plan to attend.

STATE OF NEBRASKA STATE SCHOLARSHIP AWARD PROGRAM (SSAP)

AWARD
Award amounts vary. Award is renewable.

OPEN TO
Resident and non-resident students attending participating colleges and schools in Nebraska.

SELECTION BASED ON
Exceptional financial need as defined in the rules and regulations governing the program.

DEADLINE
Open.

PROCEDURES
Contact the financial aid officer at the Nebraska college or school you plan to attend.

Financial Aid (Military) 27

Military-Related Financial Aid

Many educational benefits come with joining the military. The Army, Navy, Air Force, Marines and Coast Guard all provide several financial aid opportunities. Most military financial aid is available to people in the Reserves as well as those in the regular services. National Guard members may also be eligible.

There are three main types of military financial aid: aid received before active duty begins, aid received while in the service, and veterans benefits received after leaving the service. In addition, the dependents and survivors of veterans may receive aid.

AID RECEIVED BEFORE ACTIVE DUTY BEGINS

Reserve Officer Training Corps (ROTC)

ROTC scholarships are available in all the services except the Coast Guard for one-, two-, three-, or four-year programs. The scholarships cover the costs of tuition fees and books. During the final two years, students also receive a monthly stipend of $100 for ten months per year. ROTC scholarships are sometimes restricted to people majoring in engineering, nursing, or science.

In addition to their regular courses, ROTC members take classes in military science and participate in training activities during the school year. They train for several weeks each summer also. ROTC scholarship recipients are considered to be enlisted in the Armed Forces and usually cannot withdraw from their commitment. Graduates receive commissions as officers and are obligated to serve at least three or four years of active duty. In a war or other national emergency, ROTC members could be called immediately to active duty.

The Military Academies

Military Academies are four-year colleges where students earn bachelor's degrees and commissions as officers. The Army, Navy, Air Force, Coast Guard, and Merchant Marine have their own academies. Students apply for nomination through their U.S. Representative or Senator. The academies pay all school costs and room and board, as well as a monthly salary. A student deposit of $1,500 to $3,400 may be required. Undergraduates are members of the Armed Forces and engage in regular military training. Graduates must serve at least five years of active military duty.

The Armed Forces Health Professional Scholarship

This scholarship is for students in medical or osteopathic school. Students receive free tuition, books, and equipment plus a stipend of $760 or more each month. In return, graduates must enter active military duty for the same number of years they received the scholarship.

AID RECEIVED WHILE IN THE SERVICE

Tuition Assistance Programs

This program pays up to 75 percent of tuition costs for military people taking educational courses at accredited colleges and universities in their off-duty time. Individuals in active service before December 31, 1976 may use their noncontributory G.I. Bill benefits while still in the service.

The Army College Fund

Soldiers may contribute $25 to $100 each month, up to a maximum of $2,700. The Army matches this contribution two for one and adds bonuses of $8,000 to $12,000 depending on the length of the enlistment or re-enlistment and the individual's specific military job. The final fund, which may total $15,000 to $25,000, can be used to cover educational expenses, either during or after military service.

Service Members Opportunity College

This is a group of more than 400 public and private colleges. The schools accept credits from any school in the group. This program helps military personnel who are on the move satisfy the graduation requirements of a single school. While the student is in

Continued on next page.

Financial Aid (Military) 28

Military-Related Financial Aid *(continued from previous page)*

the military, the program provides up to 90 percent of the tuition. Degrees may be completed after leaving the military.

Individual Service Programs

Each service offers a variety of educational programs for its personnel. Some examples are General Educational Development Training (Army), Program Afloat College Education (Navy), Degree Completion Program for Staff Noncommissioned Officers (Marine Corps), Physicians Associate Program (Coast Guard), and The Community College of the Air Force. The services pay most or all of the costs of these programs.

Cooperative Degree Programs

Military officers can complete their last six months of an undergraduate or graduate degree as full-time students, while having expenses paid and receiving full pay.

AID RECEIVED AFTER LEAVING THE SERVICE

Montgomery G.I. Bill

People entering active duty after June 30, 1985, and who serve honorably for two years or more are covered by the Montgomery G.I. Bill—Active Duty. In the Montgomery G.I. Bill, $100 is deducted from an active duty member's base pay each month for the first 12 months of service unless they specifically elect not to participate in the program.

This contribution is nonrefundable. The government matches the individual's contribution at a ratio of about 6 to 1 for those who serve two years, and 8 to 1 for those who serve three to four years. Members receive $325 to $400 per month when they enroll full time in an educational program. Part-time students receive less money per month. Benefits must be used within ten years of separation from active duty. As of November, 1990, involuntarily separated individuals may buy into the Montgomery G.I. Bill prior to separation.

Qualified members of the National Guard are eligible for the Montgomery G.I. Bill—Selected Reserve. A member must have at least six years remaining in the National Guard after July 1, 1985, and must serve at least 180 days in the National Guard including inactive duty training (weekend drills). A full-time student receives maximum benefits of $190 per month for 36 months for a total of $6,840.

Survivors' and Dependents Education

Provides educational opportunities for the children, spouses, and surviving spouses of veterans who died or were permanently and totally disabled from disease or injury in or as the result of service in the Armed Forces of the United States. Students who are children of service personnel currently missing in action or currently prisoners of war for more than 90 days are eligible once they have reached their 18th birthday or have graduated from high school (whichever comes first).

Benefits may be received for a maximum of 45 months with payments of $404 per month for full-time study, $327 for full-time cooperative programs, $304 for 3/4 time study, and $202 for 1/2 time study. These benefits may be used for study at any approved college (private or public), junior college, vocational school, business school or other accredited educational institution. Spouses and surviving spouses also may take correspondence training.

Veterans Educational Assistance Program (VEAP)

VEAP is for people who served in the military sometime between 1977 and June, 1985. Through VEAP, a service member may contribute up to $2,700 to a savings fund. The U.S. Government will contribute $2 for each $1 saved, up to $5,400. The funds may be used for educational courses taken either during off-duty hours, or after leaving military service.

Job Training 29

The Job Training Partnership Act (JTPA)

The Job Training Partnership Act provides occupational skills training and employment opportunities for economically disadvantaged, unemployed, and underemployed people. The program also provides retraining for certain individuals unemployed as a result of plant closing or layoff. Job training programs include classroom training, training on-the-job with private employers, youth employment training programs, literacy training, and others.

Federal funds provided to Nebraska through the Job Training Partnership Act are distributed by the Governor to local program operators, known as Service Delivery Areas. Service Delivery Areas in Nebraska include the Greater Omaha Area, serving residents of Douglas, Sarpy, and Washington counties, and the Greater Nebraska Area, serving the remainder of the state. The statewide office for program administration is the Job Training Division of the Nebraska Department of Labor.

In the Greater Nebraska Area, Ag Action Centers have been established in an effort to help distressed farmers and their families obtain vocational training and to help farmers explore different options and solutions to their problems. These centers are joint ventures of the Greater Nebraska Job Training Program, Nebraska Community Colleges, Department of Agriculture, and the University Cooperative Extension Service.

For more information about programs or services contact one of the following:

Job Training Program Division
Nebraska Department of Labor
550 South 16th St.
Lincoln, NE 68509
(402) 471-2127

Greater Omaha Service Delivery Area
2421-23 No. 24th St.
Omaha, NE 68111
(402) 444-4700

Greater Lincoln Service Delivery Area
129 North 10th
Lincoln, NE 68508
(402) 471-7111

Greater Nebraska Service Delivery Area
Administrative Office
550 South 16th St., P.O. Box 94600
Lincoln, NE 68509-4600
(402) 471-3181

Southeast Office
129 North 10th, Room 110
Lincoln, NE 68508
(402) 471-2841

Northeast Office
119 Norfolk
Norfolk, NE 68702
(402) 370-3445

Central Office
3239 W. 2nd
Grand Island, NE 68803
(308) 385-6331

Mid-Plains Office
200 S. Silber
North Platte, NE 69101
(308) 535-8189

Panhandle Office
4500 Avenue I
Scottsbluff, NE 69361
(308) 632-1275

Job Training Partnership Act programs funded directly from the federal government:

Job Corps-Civilian Conservation Center
Rt. 1, Box 39-F
Chadron, NE 69337
(308) 432-3316

Employment Development Program
Indian Center, Inc.
1100 Military Road
Lincoln, NE 68508
(402) 474-5231

Indian Employment Service
2226 Leavenworth St.
Omaha, NE 69105
(402) 341-8471

1516 First Ave.
Scottsbluff, NE 69361
(308) 635-1354

NE Indian InterTribal Development Corp.
Rt. 1, Box 66-A
Winnebago, NE 68071
(402) 878-2242

Migrant Program
NE Association of Farmworkers
P.O. Box 145
200 S. Silber
North Platte, NE 69103
(308) 534-2630

For more information about training and employment programs for individuals 55 years of age and older, contact one of the following offices:

Job Opportunities [illegible] Workers
129 North 10th, Room 241
Lincoln, NE 68508
(402) 471-7022

Project Power Administrative [illegible]
885 So. 72nd St.
Omaha, NE 68114
(402) 444-6536

Older Workers Employment Program
Gage County Courthouse, Room [illegible]
Beatrice, NE 68310-3983
(402) 223-1352

55 and Older Workers Employment Bureau
305 No. Hastings
P.O. Box 905
Hastings, NE 68902
(402) 463-4565

Older Workers Employment Program
P.O. Box 1447
Norfolk, NE 68702
(402) 371-7454

55-PLUS Employment Program
124 W. 46th
Kearney, NE 68847
(308) 234-1851

West Central Tri-Net Older Worker Program
200 South Silber
North Platte, NE 69101
(308) 535-8195/1-800-662-2961

Panhandle Employment Resource Service for Older Nebraskans
4502 Avenue I
Scottsbluff, NE 69361
(308) 635-0851

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Job Service 30

Provides Link To Job Opportunities

Job Service Offices across Nebraska refer applicants to employers and offer testing and job counseling.

Job Service matches qualified applicants with job openings in Nebraska. People needing assistance should register with any office. Many Nebraska employers are now hiring people through the Nebraska Job Service.

Job Service provides counseling to help applicants gain better knowledge of themselves and of available work opportunities. Counseling may include vocational assessment and planning, referral to pre-employment services, referral to jobs, and follow-up services.

Job Service maintains offices in the following locations in Nebraska:

Alliance
302 Box Butte Ave.
Alliance, NE 69301
(308) 762-3085

Beatrice
1801 N. 6th St.
Beatrice, NE 68310
(402) 228-3451

Bellevue
2211 Peoples Road
Suite F
Bellevue, NE 68005
(402) 595-3134

Chadron
250 Main St.
Chadron, NE 69337
(308) 432-6121

Columbus
2809 13th St.
Columbus, NE 68601
(402) 565-7160

Falls City
1423 Harlan St.
Falls City, NE 68355
(402) 245-4401

Fremont
406 E. 6th St.
Fremont, NE 68025
(402) 727-3250

Grand Island
724 W. Koenig
Grand Island, NE 68802
(308) 386-6300

Hastings
2727 W. 2nd
Suite 338
Hastings, NE 68901
(402) 462-2191

Holdrege
2nd Floor, City Building
502 East Ave.
Holdrege, NE 68949
(308) 995-5627

Kearney
124 W. 46th
Suite 106/107
Woodridge Plaza
Kearney, NE 68847
(308) 237-3178

Lexington
1308 N. Adams
Lexington, NE 68850
(308) 324-2064

Lincoln
1010 "N" St.
Lincoln, NE 68508
(402) 471-2275

McCook
220 W. 1st St.
McCook, NE 69001
(308) 345-3570

Nebraska City
905 Third Corso
Nebraska City, NE 68410
(402) 873-3384

Norfolk
119 Norfolk Ave.
Norfolk, NE 68702
(402) 370-3430

North Platte
114 S. Chestnut
North Platte, NE 69103
(308) 535-8021

Omaha
5404 Cedar St.
Omaha, NE 68106
(402) 595-3000
and
5036 Ames Ave.
Omaha, NE 68104
(402) 595-3123

Scottsbluff
1717 Ave. C
Scottsbluff, NE 69361
(308) 635-3191

Sidney
927 23rd Ave.
Sidney, NE 69162
(308) 254-4578

Rehabilitation Services 31

Vocational Rehabilitation offers wide range of programs for persons who experience disability

Vocational **Rehab**ilitation services are available to persons who experience a disability that makes it difficult to get a job. Individuals will work with a counselor who will help them achieve their goals.

Together, the counselor and student will choose an appropriate work goal based on his/her strengths and priorities, create a plan to reach the work goal, and determine what services are needed to reach the work goal.

Services to help students achieve their goals may include:

Vocational Evaluation to help determine what work goal would be best suited for each person.

Counseling and Guidance to help each person make choices and plans.

Training to teach job skills. This can be provided at vocational/technical schools, colleges/universities, or on-the-job by a supervisor or a job coach. Individuals who plan to pursue postsecondary education will be required to apply for financial aid at the school they plan to attend. The amount of financial assistance available from **Voc**ational **Rehab**ilitation will be determined using data provided by the school's financial aid office. Students need to contact their local **Voc**ational **Rehab**ilitation office no later than January 15 if they plan to enroll in postsecondary programs the following September.

Independent Living Services to help individuals live more independently at home and at work. This might include evaluation, training, barrier removal and money management.

Rehabilitation Technology Services, which includes providing devices to help each person function better, and includes making needed changes at job sites.

Placement Services to help the person get a job; such as training in how to look for a job, assistance with the job hunt, how to write resumes, and what to say in interviews.

Vocational **Rehab**ilitation also has an Assistive Technology Project which provides information about assistive technology devices currently on the market, available services, and potential sources for funding those products and services.

Hotline for Disability Services
1-800-742-7594

Statewide information referral for questions regarding disabilities.

Vocational Rehabilitation Offices

Scottsbluff
1517 Broadway, Suite 131
Scottsbluff, NE 69361
(308) 632-1321
(800) 292-3382

North Platte
200 South Silber
North Platte, NE 69101
(308) 535-8100
(800) 272-3382

Kearney
2916 West Highway 30
Kearney, NE 68847
(308) 234-1863
(800) 262-3382

O'Neill
223 South 4th Street
O'Neill, NE 68763
(402) 336-3037
(800) 858-3382

Grand Island
3335 West Capital Avenue
Grand Island, NE 68803
(308) 385-6200
(800) 862-3382

Hastings
Landmark Center, Suite 470
2727 West 2nd
Hastings, NE 68901
(402) 462-5193
(800) 852-3382

Norfolk
1212 Benjamin Avenue
P.O. Box 119
Norfolk, NE 68702-0119
(402) 370-3200
(800) 442-3382

Lincoln
5143 South 48th Street
Lincoln, NE 68516
(402) 471-3231
(800) 331-5616

Omaha
1313 Farnam on the Mall
Omaha, Nebraska 68102
(402) 595-2100
(800) 554-3382

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Labor Market Information 32

Stop Before You Drop

You can usually tell when a student is contemplating leaving high school. They are customarily bored and uninterested in school and academics. They frequently skip class. Academic scores are low. Homework is rarely completed. Sometimes the potential drop-out has a problem such as pregnancy or drug addiction.

These are all frequent symptoms of a student at risk of dropping out of high school. If you can identify with any of the above, please think about what you've got to lose by dropping out of high school. Drop outs are more likely to end up underemployed, unemployed, on welfare programs, or worse. Students with high school diplomas make more money than high school drop-outs. If you know someone who is planning on dropping out, ask them to look around and see if they really want that lifestyle.

Employers are sometimes willing to train a high school drop-out, but a high school drop-out without skills will often have to work for lower wages.

If you know someone who is a high school drop-out, or if you are considering dropping out yourself, consider this advice: Go back to school or begin a program where you can get your high school diploma or a GED. You can also get additional training from some employers, colleges, and vocational schools.

VI Visions

What will that salary offer buy?

Job offers many times sound very good when one is just looking at the salary. When looking at two jobs with similar duties in different localities, it is important to compare the cost of living for the areas. The formula below compares what a proposed salary would buy in one city vs. another.

The following example demonstrates the purchasing power of $40,000.00 in Omaha as compared to Bakersfield, California. This is an important ingredient in the career decision making process.

$$\frac{\text{City \#1}}{\text{City \#2}} \quad \frac{\text{Index \#} \times \text{Salary}}{\text{Index \#}} = \$$$

*What is the Bakersfield equivalent of a $40,000.00 salary in Omaha?

$$\frac{\text{Bakersfield}}{\text{Omaha}} \quad \frac{114.0 \times 40{,}000}{91.5} = \$49{,}836$$

*What is the Omaha equivalent of a $40,000.00 salary in Bakersfield?

$$\frac{\text{Omaha}}{\text{Bakersfield}} \quad \frac{91.5 \times 40{,}000}{114.1} = \$32{,}105$$

The index numbers used for this example come from the ACCRA CITY COMPOSITE INDEX, produced by the American Chamber of Commerce Researchers Association. Reproduced by the Nebraska Labor Market Center, 1994.

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Selecting a Career 33

Hobby-Career Match

DIRECTIONS: Many people have hobbies that can easily be careers and profitable occupations. Match the hobby or leisure time activity with a related career/occupation.

1. Writing Stories	___ Pro Shop Owner
2. Singing	___ Postal Worker
3. Collecting Stamps	___ Builder
4. Playing Golf	___ Veterinarian
5. Cooking	___ Teacher
6. Sewing	___ Card Designer
7. Boating	___ Sewing Center Instructor
8. Carpentry	___ Nutritionist
9. Arts & Crafts	___ Author
10. Gardening	___ Recording Artist
11. Animals	___ Dock Attendant
12. Children	___ Tree Nursery Worker
13. Dancing	___ Naturalist
14. Collecting Insects	___ Choreographer

Answers on page 45.

Make an employment kit

Collect a folder full of things you may need to obtain employment. Now you have an employment kit!

- **Birth Certificate**
- **Social Security Card**
- **Resume**
- **Personal Data Sheet**
- **Names of References with Addresses**
- **Work Permit (if applicable)**
- **Driver's License**
- **Diploma**
- **Letter of Introduction**
- **Letters of Recommendations**

Arkansas Career Watch, '93-'94

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Sample Application Form

BE SURE TO HAVE YOUR SOCIAL SECURITY NUMBER OR HAVE IT MEMORIZED

HAVE PAST EMPLOYERS' NAMES AND ADDRESSES WITH YOU SO YOU DON'T HAVE TO LOOK THEM UP. DON'T SAY "SEE RESUME"

READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE APPLICATION

NEBRASKA DEPARTMENT OF PERSONNEL
P.O. Box 94905 Lincoln, NE 68509

Application for Employment

• Please Type or Use Ink

State Personnel Use Only — words/minute — Errors — not — dictations

The State of Nebraska, Department of Personnel assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, mental or physical disability or religious creed and with proper regard for their privacy and constitutional rights. Before completing this application, you are advised to read the section entitled "Important Facts About Information on Your Application" found on the back page. **Applications are retained active for six (6) months.**

Social Security Number

Type of Work Desired (CHECK ALL THAT APPLY)
☐ Full Time ☐ Part Time ☐ Permanent ☐ Temporary

Applicant's Name (Last, First, Middle Initial)

Position Applied For

Street Address

City, State, Zip

Date Available for Work

Home Telephone Number | Work/Message Telephone Number

ARE YOU A VETERAN? ☐ YES ☐ NO

Veterans' Preference can only be given if you submit a DD214 that verifies service in one (or more) of these time frames

Please List the Counties Where You Would Accept Employment. You may list up to a maximum of 10 counties. (Counties must be Listed by Name)

1. WW II 3. Vietnam Era
2. Korean Incident

OFFICE USE ONLY

A	B	C	D	E
☐	☐	☐	☐	☐

Have You Ever Been Convicted of a Violation of Law Other Than a Minor Traffic Violation?
☐ YES ☐ NO If YES, please explain.

Are you legally able to work in the United States?
☐ YES ☐ NO

NOTE: A conviction record is not an automatic bar to employment. Each case is considered in relation to the position applied for.

EMPLOYMENT RECORD

List below the positions you have held starting with your present employment. *If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment.* Under "Specific Duties" describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. ***Please be complete.*** Your employment history may be verified by contacting previous employers unless you request otherwise. Volunteer or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper.

EMPLOYMENT INFORMATION	DESCRIPTION OF DUTIES
Employer/Kind of Business	Position Title / Number Supervised
Street Address	Specific Duties
City, State, Zip	
Immediate Supervisor/Title	
Dates of Employment (Month, Year) FROM TO	
Total Employed: Years Months ☐ Part-Time ☐ Full-Time Hours Worked Per Week	Reason for Job Change
Employer/Kind of Business	Position Title / Number Supervised
Street Address	Specific Duties
City, State, Zip	
Immediate Supervisor/Title	
Dates of Employment (Month, Year) FROM TO	
Total Employed: Years Months ☐ Part-Time ☐ Full-Time Hours Worked Per Week	Reason for Job Change

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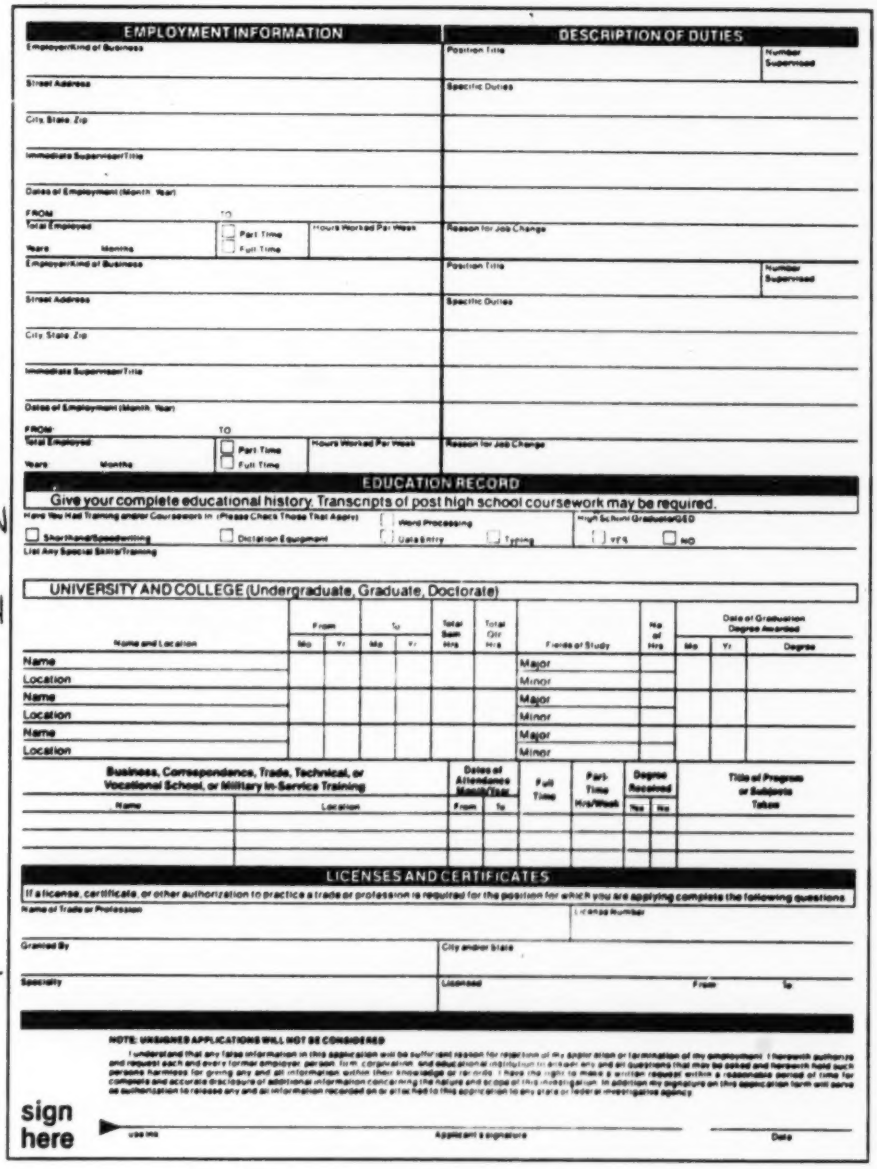
Job Search
Sample Application Form



EMPLOYMENT INFORMATION

Employer/Kind of Business
Street Address
City, State, Zip
Immediate Supervisor/Title
Dates of Employment (Month, Year)
FROM TO
Total Employed
Years Months
Part Time Full Time
Hours Worked Per Week

Employer/Kind of Business
Street Address
City, State, Zip
Immediate Supervisor/Title
Dates of Employment (Month, Year)
FROM TO
Total Employed
Years Months
Part Time Full Time
Hours Worked Per Week

DESCRIPTION OF DUTIES

Position Title
Number Supervised
Specific Duties
Reason for Job Change

Position Title
Number Supervised
Specific Duties
Reason for Job Change

EDUCATION RECORD

Give your complete educational history. Transcripts of post high school coursework may be required.

Have You Had Training and/or Courses in (Please Check Those That Apply)
Shorthand/Speedwriting
Dictation Equipment
Word Processing
Data Entry
Typing
High School Graduation/GED
YES
NO
List Any Special Skills/Training

UNIVERSITY AND COLLEGE (Undergraduate, Graduate, Doctorate)

Name and Location	From Mo	From Yr	To Mo	To Yr	Total Sem Hrs	Total Qtr Hrs	Fields of Study	No. of Hrs	Date of Graduation Degree Awarded Mo	Yr	Degree
Name							Major				
Location							Minor				
Name							Major				
Location							Minor				
Name							Major				
Location							Minor				

Business, Correspondence, Trade, Technical, or Vocational School, or Military In-Service Training: Name	Location	Dates of Attendance Month/Year From	To	Full Time	Part-Time Hrs/Week	Degree Received Yes	No	Title of Program or Subjects Taken

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying complete the following questions.

Name of Trade or Profession
License Number
Granted By
City and/or State
Specialty
Licensed From To

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

I understand that any false information in this application will be sufficient reason for rejection of my application or termination of my employment. I herewith authorize and request each and every former employer, person, firm, corporation, and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving any and all information within their knowledge or records. I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of additional information concerning the nature and scope of this investigation. In addition my signature on this application form will serve as authorization to release any and all information recorded on or otherwise held by this application to any state or federal investigative agency.

sign here

Applicant's signature
Date

BE AS SPECIFIC AS POSSIBLE WHEN IDENTIFYING PAST JOB DUTIES.

BRING EDUCATION-RELATED INFORMATION WITH YOU SO YOU CAN PROVIDE CORRECT DATES.

DON'T FORGET TO SIGN YOUR APPLICATION

ALWAYS READ THE FINE PRINT!!

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Job Search 36

Sample Resumé

Fred Jones
9944 Locust Street
Anytown, Nebraska 68000
(402) 444-4444

OBJECTIVE: (May or may not be included. See-tips below)

EDUCATION:
Anytown City High School
Anytown, Nebraska
Diploma 1994
Graduated with 3.5 grade point average
Emphasis in Electronics

EXPERIENCE:

Current
Temporary Sales Clerk
Electronics Unlimited
Set up floor displays, demonstrated and sold electronic equipment, and responsible for cash drawer.

1991-1993
Lawn Mowing/Snow Removal Service
Responsible for 10 clients each winter/summer.
Set up mowing/snow shoveling schedule, handled business transactions, and made bank deposits.

REFERENCES: Available upon request.

RESUMÉ TIPS

1. **OBJECTIVE may be used when applying for a specific job. Leave off for generic resume.**
2. **HIGHLIGHT YOUR QUALIFICATIONS**
3. **Present your RELEVANT SKILLS AND EXPERIENCE**
4. **Use chronological WORK HISTORY**
5. **List relevant EDUCATION AND TRAINING**
6. **Be prepared to offer REFERENCES**

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Sample Letter of Application

May 23, 1994

Mr. James D. Steward
Personnel Manager
Stews Electronics
3321 North 5th Street
Anytown, Nebraska 68000

Dear Mr. Steward:

I am submitting my resumé for the electronics assembly position advertised in the Anytown Gazette.

I am eager to work for a prominent electronics firm such as Stews Electronics. I am currently enrolled in night school at the local community college here in Anytown. My course work has included several electronics classes.

Would it be possible to schedule a time when I might visit you? I would like to talk to you about my interest in working for Stews Electronics.

Sincerely,

Fred Jones
9944 Locust Street
Anytown, Nebraska 68000
(402) 444-4444

A Letter of Application

A letter of application is probably one of the best ways to get an interview. When you write a potential employer to ask for an interview, you may want to send a resumé with your letter. Your letter should be neat, easy to read, and have no mistakes. Type neatly on white letter-size bond paper. Use correct spelling, grammar, and punctuation. Address the letter to a specific person and describe exactly the job you want. Be clear and brief, but give enough information to interest the employer in your qualifications for the job.

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Job Search 38

Sample Interview Questions

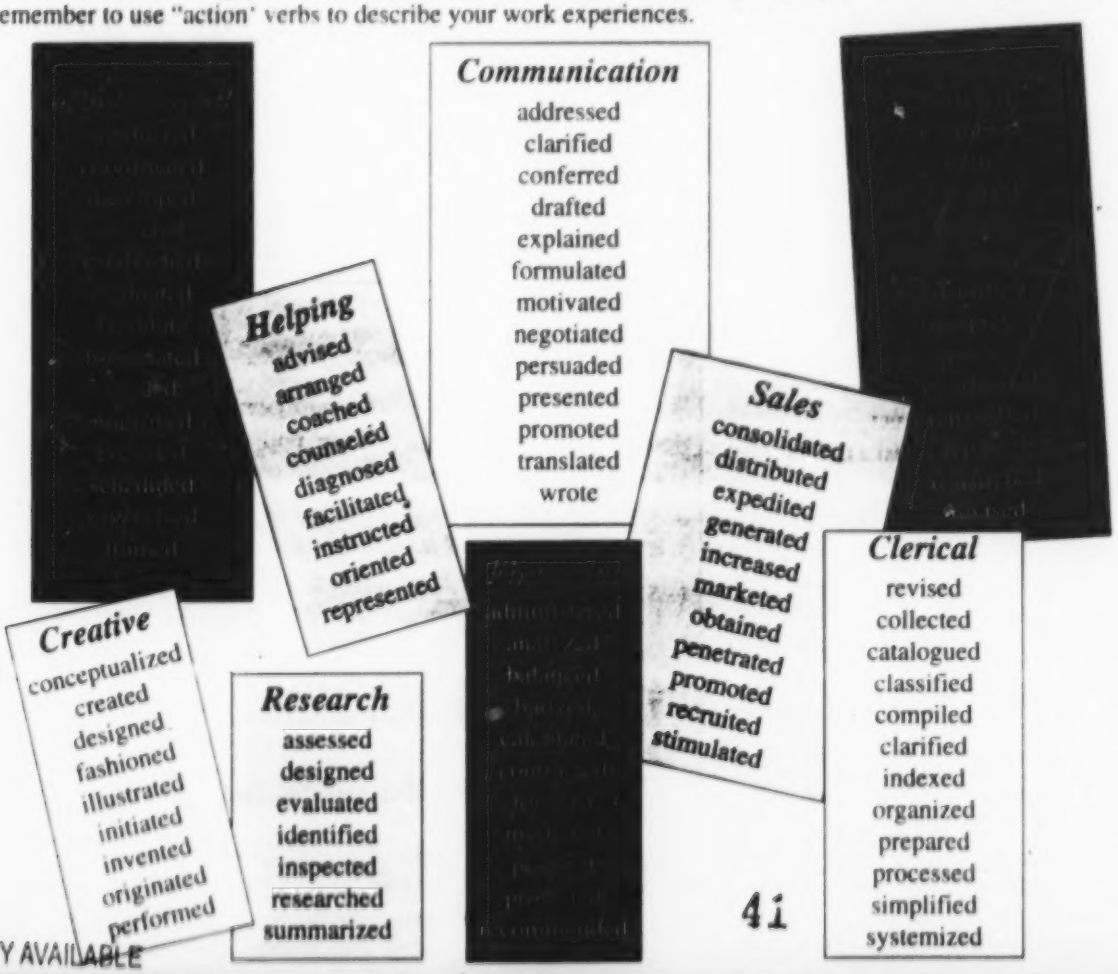
Practice answering the following sample questions you may be asked:

- Why are you interested in this job?
- Why would you like to work for this organization?
- What do you feel you can contribute to our organization?
- Why did you leave your last job?
- What's the worst thing your former employer could say about you?
- What are your strong points?
- What are your long-term goals?
- Did you consider yourself a creative person? Why?
- Where would you like to be five years from now?
- What salary level are you expecting?
- How may your background have prepared you for this job?
- What courses did you like most/least in school?
- What is your idea of the job you will be doing?

One way to prepare for an interview is to answer these questions during a practice session with a career counselor, friend, relative, or job training representative.

Action Verbs

When writing your resume or cover letter and when responding to interview questions, remember to use "action' verbs to describe your work experiences.



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The Industry Too BIG To Ignore...

AGRICULTURE

Are you looking for a challenging career that will broaden your horizons? Would you like to be involved in a dynamic, exciting industry? Today's food and fiber industry offers these benefits and more. Whether you are interested in business, computers, mechanics or communications, America's largest industry has a place for you.

Over 20 percent of America's work force is employed in some phase of the agricultural industry. There are seven people working in agribusiness for every farmer. In fact, there are over 8,000 job titles in agriculture. And they all work together to provide food and fiber for the planet's growing population.

Virtually any career in which you may be interested can be applied to agriculture. Engineering? You bet! today, farmers are leveling fields with lasers to decrease erosion and using robotic equipment to do dangerous or repetitive jobs. If progress is to continue, agriculture needs the best and brightest young minds working to solve tomorrow's agricultural engineering challenges.

An increasing population means a greater demand for food and fiber. It also means a growing demand for qualified people in the agricultural industry. Almost 10 percent of today's professional jobs in agriculture go unfilled simply because there are more jobs than people who understand agriculture. And the opportunities are increasing. Agriculture is changing rapidly and many of tomorrow's careers have not yet been imagined. It is an exciting, challenging field in which to work.

For more information write or call:

Dr. Joyce Winterton
National FFA Partner Development Team
P.O. Box 15160
Alexandria, VA 22309-0160

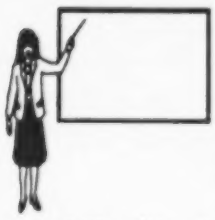
Nebraska Department of Education
Agricultural Education
P.O. Box 94987
Lincoln, NE 68509-4987
402/471-2441

Career Opportunities in Agriculture

Employment Categories

Production ***7.5%***
Education & Communication ***7.6%***
Social Service Professionals ***9.7%***
Managers & Financial Specialists ***14.0%***
Scientists, Engineers & Related Professionals ***28.8%***
Marketing, Merchandising & Sales Representatives ***32.4%***

Focus on Agriculture



AGRICULTURAL ECONOMISTS

Agricultural economists have management-related jobs in agribusiness firms. They use modern analytical management tools to make profitable decisions. Agricultural economists do financial analysis, develop marketing plans, and set up optimal production schedules in U.S. and international food and fiber firms. They often begin their careers in management or production operations or as sales representatives, then progressively take on increasing responsibility for decision-making. Most agricultural economists spend a great deal of their work lives analyzing alternative decisions.

Agribusiness firms that provide such things as feed, seed, fertilizer or capital, and those that process and distribute agricultural products employ agricultural economists. Feed, seed, and fertilizer firms, rural banks; and input cooperatives employ agricultural economists to manage their operations. Many agricultural economists work for wholesale and retail food processing firms.

To become an agricultural economist you need an interest in and ability to make analytical decisions. You need to learn economic theory, mathematics, computer skills, and modern decision-making tools in finance, marketing, and management. Most agribusiness firms require graduates with bachelor's degrees, although some prefer to hire people who have earned master's degrees.

AGRICULTURAL ENGINEERS

Agricultural engineers apply basic science and engineering principles as they design solutions to engineering problems in agricultural production. Agricultural engineers design agricultural machinery and facilities such as tractors, implements, housing, storage and handling facilities; irrigation and drainage systems, and soil conservation measures.

Agricultural engineers are hired by builders of storage facilities, farmsteads, and commercial buildings; agricultural machinery companies; irrigation and drainage system manufacturers; federal, state, and local research, regulatory, and educational agencies; manufacturers of control systems and measuring devices; consulting firms; power utilities; and alternate fuel producers.

To be an agricultural engineer, you should enjoy solving problems and have the ingenuity to envision new designs or solutions. You must understand physical and chemical principles well enough to apply them as you solve problems. In college you will take courses in mathematics, physics, chemistry, communications, computer science, economics, and a wide variety of engineering sciences including heat flow, environmental engineering, water movement, fluid mechanics, instrumentation, controls, properties of agricultural materials, engineering analysis, and engineering design.

ANIMAL NUTRITION

Animal nutrition is an art that combines the science of animal nutrition, animal behavior, biochemistry, economics, and food processing with animal production techniques. Animal nutritionists formulate diets for domestic, companion, and exhibit animals. They work with mammals, birds, and fish. The diets they create must be nutritionally sound, good-tasting, and economical for the ages and types of animals that will follow them.

Animal nutritionists can teach the science and art of nutrition to students and conduct research in public universities or colleges, or they may work in the private sector. Corporate career activities range from serving clients on farms and ranches to conducting and supervising proprietary research to carrying out international marketing projects.

To be an animal nutritionist you should be a curious person who is very interested in both animals and the sciences. Most animal scientists want to improve the quality of life for both people and animals. You must have a bachelor's degree for an entry-level position. For careers involving research and management you need a graduate degree.

Focus on Agriculture

ANIMAL PHYSIOLOGISTS

Animal physiologist study how animals function. That includes how animals interact with things outside them, such as temperature or air quality, plus things inside them, such as disease, poisons, or diet.

Feed and pharmaceutical companies, building engineers, and research organizations all hire or consult animal physiologists. Feed suppliers ask physiologists how diet affects animals' systems. Pharmaceutical companies consult physiologists who study intended effects and side effects of growth promotants, wormers, insecticides, and antibiotics. Building designers consult animal physiologists at universities or other organizations as they plan proper air exchange, temperature, humidity, and space in animal housing. Physiologists at universities teach students who are studying to become veterinarians and animal scientists.

To be an animal physiologist, you should be interested in animals and their welfare and curious about how their bodies function. To become a physiologist you must take college classes and do laboratory projects on the growth, development, behavior, nutrition, genetics, anatomy, reproduction, and function of animal systems.

AQUACULTURE

In your first job in aquaculture you will probably stock ponds, feed fish, monitor water quality, check for diseases, harvest fish, and maintain equipment. If you become a manager, you will supervise pond workers, plan production schedules, purchase feed and equipment, and plan harvesting, processing, and marketing.

An aquaculturist can work for a corporation or an independent fish farmer. Some large operations have their own feed mills and fish processing plants, as well as ponds for raising fish. Companies hire aquaculturists as technicians to test water quality or to examine fish for diseases. Feed companies and equipment manufacturers hire aquaculturists to market their products to fish farmers.

To be an aquaculturist you should be interested in agriculture, since aquaculture is a type of farming. An entry level position usually requires a high school education. Employees working on the pond bank need to know how to maintain and repair farm equipment. Managers of aquaculture operations often have college degrees, and need to understand water quality, nutrition, business, and economics.

BIOSYSTEMS ENGINEER

Biosystems engineers are part of a new, rapidly developing discipline. These engineers design, analyze, manufacture, and manage biological products and systems. They may work in food and bioprocessing, plant and animal welfare, or environmental engineering. Typical jobs include designing equipment to produce pharmaceuticals, pet food, or human foods; controlling tissue growth for new biological products; developing biological sensors to minimize stress or enhance productivity; controlling the environments in greenhouses and animal facilities; resolving waste management, water quality, and other environmental concerns; and developing biodegradable products.

Food and industrial processing companies, pharmaceutical and health equipment manufacturers; environmental consulting firms; biotechnological companies; federal, state, and local research, regulatory, and educational agencies; and greenhouse and animal housing manufacturers all hire biological systems engineers.

To be a biological systems engineer, you should have a strong interest in biology. You may want to improve food, nutrition, and health for humans and animals; create new foods; or address problems like waste management, water pollution, and waste reduction. In college you will take courses in mathematics, physics, chemistry, biology, communications, computer science, economics, and a wide variety of engineering sciences including heat flow, environmental engineering, water movement, fluid mechanics, instrumentation, controls, properties of agricultural materials, engineering analysis, and engineering design.

Focus on Agriculture

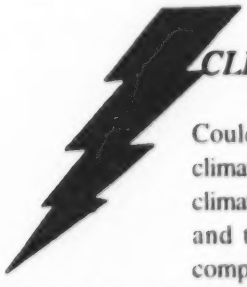
BOTANY

A botanist (plant biologist) studies tiny micro-organisms and giant trees all plantlife. Botanists who like to be outdoors may be plant explorers. They may study the effects of pollution (such as acid rain) on plants and work toward environmental protection, or they may identify new plant species and evaluate their parts and uses. Some Botanists produce entire plants from single cells with a technique called tissue culture. Others use biotechnology to develop new or improved plants.

Educational institutions hire botanists as teachers and researchers. Some botanists work in botanical gardens, arboretums, herbaria, zoos, and medical plant or germplasm resources laboratories. Others work in plant-related industries such as biological supply houses, biotechnology firms, pharmaceutical companies, nursery or greenhouse businesses, and petrochemical companies. Some work in publications, sales, or animal or plant health inspection.

To be a botanist, get a bachelor's degree in botany (plant biology). Be sure to take English, mathematics, chemistry, physics, arts and humanities, social sciences, and biological sciences.

Computer and communications courses also help. Summer jobs or internships with educational institutions, governmental agencies, or private companies are also valuable.



CLIMATOLOGY

Are we in a drought? Could there be a flood? Ask a climatologist. Climatologists study climate change, climate variability, and the biosphere. Some use computer software to predict the effect of weather or climate on the growth and development of grain, vegetables, fruit, and other crops.

Climatologists work for state and federal governments as weather station network supervisors, computer programmers, and supervisors of climate data publications. Some are private consultants, providing tailored reports and expert advice or testimony for clients. Climatologists at universities teach climate courses, participate in multi-disciplinary extension activities, and conduct independent research.

To be a research climatologist, you need a strong background in math and physics. For most jobs you need a master's or doctoral degree. Courses in meteorology and climatology, as well as courses in agricultural, biological, computer, or natural sciences are part of the graduate course work. You need broad educational experience, because the users of climate information come from varied backgrounds.

FLORISTS

A flower shop employee processes incoming flowers, designs floral arrangements, works with customers, and delivers flowers. Those in management positions develop advertising programs, determine what products they will sell, create display themes, and supervise employees. Managers conduct sales interviews to secure wedding, commercial, and special events accounts. Managers also make financial decisions based on their businesses' financial records and goals.

You'll find most employment opportunities in traditional retail florist businesses, which are still the backbone of the flower industry. A typical business is small (sales of $250,000 a year) and hires staff for designing and sales. Larger businesses hire managers to operate branch stores or to act as department managers in single large stores. Many florists start their own small businesses. Supermarkets, wholesale florists, large hotels, and resorts also hire florists.

Most successful florists like business, people, and design. Formal training isn't necessary for entry level positions. But to compete for owner or manager positions in today's market, you need a college degree. You should take courses in floral design, personnel, selling, finance, management, marketing, and foliage plants. Work experience is not just important, it is necessary for upper-level positions.

FOOD SCIENTISTS

Food scientists preserve our food supply by assuring its flavor, color, texture, nutritional quality, and safety. They use their knowledge of chemistry, biochemistry, microbiology, and engineering to convert grain, livestock, fruit, and vegetables into new food products. Food scientists work as production supervisors, quality assurance specialists, product developers, and managers of processing plants.

Food scientists work for food processing companies, food equipment and ingredient suppliers, and government agencies. They conduct food research and act as trouble-shooters in solving problems. They are sales and marketing representatives and consumer educators. Food scientists in local, state, and national government hold jobs as food inspectors, researchers, and laboratory workers. Others develop government regulations to safeguard our food.

To be a food scientist, you should earn a bachelor's degree in food science. You will take courses such as biology, business, chemistry, engineering, management, mathematics, microbiology, physics, and statistics as well as classes in food science. with more education (graduate level) or experience you could go on to work in food chemistry, food microbiology, or food processing and engineering.

GENETICISTS

Geneticists improve the efficiency of production and quality of food and fiber products. Forest geneticists improve tree production. Animal geneticists improve the quality and quantity of milk, meat, and fiber (wool) production. Plant breeders develop improved varieties of grains, fruits, vegetables, grapes, nuts, and other plants. Fish geneticists increase food production from fish. Geneticists who are also molecular biologists (biotechnologists) work directly with genes to develop superior seeds and animal germplasm.

Private corporations hire geneticists to develop such things as new seeds and new varieties of fruit trees, vegetables, grains, and trees. They also employ geneticists to improve breeds and strains of livestock, poultry, and fish. State universities, as well as state and federal agencies, hire geneticists in research, teaching, extension, and regulatory positions.

To be a geneticist, earn a bachelor's degree in animal science, biochemistry, agronomy, plant science, horticulture, poultry science, dairy science, forestry, or fisheries and wildlife. Genetics draws heavily from mathematics, biology, statistics, biochemistry, microbiology, and chemistry, so those courses are important. Graduate degrees can lead you to more sophisticated research and development positions.

HORTICULTURISTS

The Latin words hortus (garden plant) and cultura (culture) together form horticulture, classically defined as the culture of garden plants.

But today horticulture is more than garden plant culture. Horticulturists work in crop production, plant propagation, plant breeding and genetic engineering, plant physiology, plant biochemistry, storage, processing, and transit (of fruits, berries, nuts, vegetables, flowers, trees, shrubs, and turf). They improve crop yield, quality, nutritional value, and resistance to insects, diseases, and environmental stresses. They make plants more adaptable to different climates and soils and better fit for food uses or processes. And they grow and improve plants used for medicines or spices.

Horticulturists can work in industry, government, or educational institutions. They can be cropping systems engineers, wholesale or retail business managers, propagators and tissue culture specialists (fruit, vegetables, ornamentals, and turf), crop inspectors, corp production advisors, extension specialists, plant breeders, research scientists, and educators. You'll find horticulturists in offices, laboratories, greenhouses and out in production or research scientists, and educators. You'll find horticulturists in offices, laboratories, greenhouses, and out in production or research fields.

In college take courses in biology, chemistry, mathematics, genetics, physiology, statistics, computer science, and communications to complement plant science and horticulture course work. Plant science and horticulture courses include: plant materials, plant propagation, tissue culture, corp production, post harvest handling, plant breeding, crop nutrition, entomology, plant pathology, economics, and business. For many careers you must have a master's or doctorate degree.

PLANT PATHOLOGISTS

Plant pathologists deal with the symptoms, causes, damage, spread, and control of plant diseases. They can specialize in mycology, bacteriology, or biochemistry. They study disease processes and look for biological, chemical, or cultural controls for diseases of the plants we use for food and fiber.

Plant pathologists are university research scientists, teachers, and research technicians. Some work as extension plant pathologists with the Cooperative Extension Service. Government agencies such as the U.S. Department of Agriculture and U.S. Forest Service hire plant pathologists as research scientists and technicians. Plant pathologists are also hired by companies that develop chemical and biological control products, companies that introduce new varieties of pest-resistant plants, and companies that provide disease control services.

To be a plant pathologist, you need a bachelors's degree in a biological science (preferably plant-oriented) and a master's degree in plant pathology. To be a research scientists, you need a doctoral degree in plant pathology or a related discipline.

RANGE MANAGERS

Range managers care for our country's vast rangelands. From those lands, they produce a sustained yield of such things as plants for forage, red meat, wildlife for aesthetics and hunting, and clean water.

Range managers work for federal and state agencies, colleges and universities, private industry, and on foreign assignments. Those working for federal or state agencies may plan and direct public and private land use. Others are researchers, teachers, and extension agents with colleges and universities. Private industries hire range managers as ranch managers, agricultural product sales and service representatives, land reclamation specialists, and environmental consultants.

To be a range manager, you need a bachelor's degree in range science, management, or ecology, economics, forestry, hydrology, recreation, soils, statistics, and wildlife. You need a graduate degree if you plan to do research or teach, and if you want to advance in some fields.

SOIL SCIENTISTS

Soil scientists map and classify soils. They conduct research on soil degradation or decomposition, or on movement of substances like nutrients and pesticides through the soil profile. Sometimes they identify problems such as wetness and erosion that limit soil use. Often they write soil descriptions and prepare information about soils.

Universities, private industries, USDA agencies, chemical companies, petroleum companies, and consulting firms all hire soil scientists.

To be a soil scientist you need a college degree in soil science or a related biological, physical, or earth science. People who become soil scientists usually like studying the sciences, especially physics, chemistry, geology, environmental science, and biology.

HYDROLOGISTS

Hydrologists help protect our water supplies and water quality. Hydrologists concerned with water supplies manage surface and ground water to avoid problems caused by floods, droughts, and population growth.

Focus on Agriculture

Hydrologists working on water quality problems deal with the chemical, physical, biological, and radiological properties of water we use for drinking, irrigation, industrial cooling, or swimming.

Hydrologists work for both public and private institutions. The federal agencies which manage our natural resources all hire hydrologists. These agencies include the Geological Survey, National Weather Service, Bureau of Land Management, Bureau of Indian Affairs, Bureau of Reclamation, Soil Conservation Service, and Forest Service. State agencies and watershed associations dealing with natural resources also employ hydrologists. Many hydrologists work for private consulting firms.

To be a hydrologist, you should appreciate natural resources and enjoy working with people. Your college course work should include: natural resource economics, policy, and law; math through calculus; engineering hydrology; fluid mechanics; meteorology; soils; geology; forest and range management; physical and organic chemistry; microbiology; statistics; computer science; speech; and technical writing.

TURF SCIENTISTS

Turf scientists must be both scientists and people persons. In their jobs they often work outside caring for lawns, golf courses, park sites, athletic fields, or grounds around corporation headquarters. They may operate computer-controlled irrigation equipment or mowing machines. Turf scientists often advance to become foremen, coordinators, managers, or assistant or branch managers in corporations; they may then spend more time indoors managing a business and working with people.

Turf scientists can be golf course superintendents, turf managers for football or baseball stadiums, park site managers, grounds managers for corporate headquarters, sod producers, lawn care professionals, sales representatives for companies that produce lawn care products, or teachers in two- or four-year educational institutions.

To be a turf scientist you need a college education. Take courses such as turf management, soil fertility, weed science, plant pathology, entomology, and horticulture.

NEBRASKA'S ECONOMIC SUCCESS

By Larry Sitzman, Director
Nebraska Department of Agriculture

Agriculture is the key to Nebraska's economic success. With an annual value of $9 billion, it is the state's largest and most important industry. One out of every four Nebraskans depends upon agriculture for employment.

When thinking of careers in agriculture, many people first think of the production end, and that's a good place to start. After all, that's where the entire industry begins. Production agriculture is big business. Annual cash receipts from the cattle industry alone total nearly $5 billion a year, and that is only the beginning of a production and processing chain which is worth many millions of dollars more, not to mention thousands of jobs.

Nebraska exports $2.7 billion in agricultural products each year. When you consider all the economic activities generated by ag exports—transportation, financing, warehousing, production—it can be translated into more than $4 billion in additional economic activity.

Agriculture is more than production; it is also buying and selling, processing and marketing, research and development. Nebraska agriculture is a diverse industry which is constantly changing and consistently improving.

Answers to Hobby-Career Match

1 ..... Author
2 ..... Recording Artist
3 ..... Postal Worker
4 ..... Pro Shop Owner
5 ..... Nutritionist
6 ..... Sewing Center Instructor
7 ..... Dock Attendant
8 ..... Builder
9 ..... Card Designer
10 ..... Tree Nursery Worker
11 ..... Veterinarian
12 ..... Teacher
13 ..... Choreographer
14 ..... Naturalist

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Notes

ACKNOWLEDGEMENTS

The 1995 edition of "Careers and Education in Nebraska" is published and distributed through the cooperation of the following agencies:

- Coordinating Commission for Postsecondary Education
- Nebraska Department of Road
- Nebraska Council on Vocational Education
- State Occupational Information Coordinating Committee
- Nebraska Department of Education
- Nebraska Career Information System
- Nebraska Department of Labor, Labor Market Information

Cover designed by Jack Brodie of the University of Nebraska-Lincoln Publications Department

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